

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE FOR THE SUPPLY, DELIVERY, CONFIGURATION AND SETUP
OF VARIOUS MULTIMEDIA EQUIPMENT FOR THE TESDA-CENTRAL OFFICE –
REBIDDING**

07 May 2019, Tuesday, 11:00 A.M.
AS Conference Room, 2/F TESDA Admin Bldg.
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

ATTENDANCE: Attendance Sheet attached (Annex A)

Present:

Bids and Awards Committee:

RD Conrado G. Bares	Vice Chairperson (NCR)
Dir. Ma. Magdalena P. Butad	Member (FMS)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Dir. Marissa G. Legaspi	Provisional Member – End-User (PO)
Ms. Lourdes F. Castante	Provisional Member – Technical Expert (LMID-PO)

Technical Working Group:

Mr. Manuel Louis T. Pili	Member
Mr. Oscar C. Ruma Jr.	Member
Mr. Christopher DC. Aquilo	Member

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Mr. Joseph Allen L. Simon	Member
Ms. Jela Mae A. Arcano	Member
Mr. Alric G. Subido	Member

Others:

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff

Prospective Bidders:

1. Mr. Robert Advincular	The Brain Computer
2. Ms. Elizabeth P. Davit	The Brain Computer
3. Mr. Ronald De Guzman	Audio 4 Design

Absent:

Bids and Awards Committee:

DDG Rebecca J. Calzado	Chairperson (ODDG for PL)
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BAC Secretariat:

Atty. Jan Michael P. Jaro	Member
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MINUTES OF THE MEETING

A. CALL TO ORDER

The Pre-Bid Conference started at 11:05 AM as presided by RD Conrado G. Bares, BAC Vice Chairperson.

Upon query from RD Bares, Ms. Maria Gracia P. Dela Rama, Head BAC Secretariat confirmed the presence of a quorum with 6 out of 7 members of the BAC in attendance.

Likewise, he acknowledged the members of the BAC, the Technical Working Group, the BAC Secretariat, and the representatives from the two (2) interested bidders/companies as listed above. All the representatives for each company were requested to introduce themselves.

RD Bares opened the Pre-Bid Conference for the *Supply, Delivery, Configuration and Setup of Various Multimedia Equipment for the TESDA-Central Office – Rebidding* under public bidding TESDA-CO-2019-03.

B. PRESENTATION / DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
1. Letter to Observers	<p>RD Bares asked for proofs of receipt of the invitation letters sent out to the observers.</p> <p>Ms. Balinas presented to the meeting the proofs of receipt by five (5) observers namely:</p> <ol style="list-style-type: none">1. Reallife Foundation Inc. (April 29, 2019)2. Philippine Chamber of Commerce and Industry (April 29, 2019)3. Philippine Jesuit Prison Service (April 30, 2019)4. Commission on Audit (April 29, 2019)5. Philippine Institute for Supply Management (hand-carried to PISM last April 29, 2019 but was not accepted as the addressee must be updated to Mr. Edgard Magpantay as the new President of PISM) <p>RD Bares noted the absence of the observers in the pre-bid conference.</p>
2. Publication of the Invitation to Bid	<p>RD Bares said that the Invitation to Bid (ITB) was posted at the Philippine Government Electronic Procurement System (PhilGEPS) website and TESDA website on April 26, 2019.</p> <p>Likewise, the BAC Secretariat informed the body that the ITB was also posted on the bulletin board near the entrance at TESDA Gate 1, which is the place reserved for the posting of notices and information relative to procurement activities.</p>
3. Presentation of Requirements of the Bidding Documents	<p>RD Bares said that the purpose of the meeting was to give an opportunity to the prospective bidders to seek clarifications should they have concerns regarding the whole bidding process including the bidding documents.</p>

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	<p>RD Bares called the BAC Secretariat for the presentation of the General Requirements for Government Procurement.</p> <p>As she proceeded the presentation of the General Requirements for Government Procurement, Ms. Dela Rama highlighted the following:</p> <p>✓ <u>PURPOSE:</u></p> <p>Ms. Dela Rama emphasized that any discussion/agreement during the pre-bid conference shall not modify the terms in the Bidding Documents, unless in writing and issued through a Supplemental Bid Bulletin.</p> <p>✓ <u>BIDDER'S ELIGIBILITY:</u></p> <p>a. Class "A" Eligibility Documents</p> <ul style="list-style-type: none"> • Bidders should submit a valid Certificate of PhilGEPS Registration (Platinum Membership) together with Annex A. She emphasized that if the eligibility requirements stated in Annex A are not updated, said documents shall be submitted during the post qualification stage of the bidding process. • Tax Clearance shall be valid and issued where the business is located/registered. • Statement of Single Largest Completed Contract similar to the Contract to be bid shall refer to any contract for the Supply, Delivery, Configuration and Setup of Various Multimedia Equipment. Refer to Annex E of the Bidding Documents for the form to be used. • For the Statement of All On-Going and Awarded but not yet Started Contracts, Ms. Dela Rama said that the bidders shall use the form attached as Annex E-1 in the Bidding Documents. • Computation of NFCC <p>NFCC= [(Current Asset-Current Liabilities) x 15] – [Value of all outstanding contracts]</p> <p>Ms. Dela Rama said that in the computation of NFCC, the Current Assets and Current Liabilities shall be based on the latest Audited Financial Statements submitted by the bidder. While the value of all the outstanding contracts shall be based on the total amount indicated in the Statement of On-going Contracts Awarded but not yet started contracts (Annex E-1). She stressed that any understatement/ undisclosed contracts will have impact during the post qualification and would be grounds for disqualification.</p> <p>In case the bidder does not want to submit an NFCC, they have the option to submit a Committed Line of Credit from a universal</p>

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	<p>or commercial bank at least equal to 10% of the Approved Budget for the Contract (ABC) to be bid.</p> <ul style="list-style-type: none"> • Joint Venture Agreement (Class "B" of the Eligibility Documents) <ul style="list-style-type: none"> – If applicable, the bidder should refer to Annex G of the Bidding Documents for the sample format of the JVA. <p>b. Technical Documents</p> <ul style="list-style-type: none"> • Forms of the Bid Security are the following: <ul style="list-style-type: none"> – Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit equivalent to <u>2% of the ABC amounting to Php 28,980.57 for Lot 1 – Audio Visual Equipment and Php 10,083,92 for Lot 2 – Photographic Equipment</u> – Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to <u>5% of the ABC amounting to Php 72,451.43 for Lot 1 – Audio Visual Equipment and Php 25,209.80 for Photographic Equipment</u> – Bid Securing Declaration following the format under Annex J of the Bidding Documents <p>Ms. Dela Rama reminded that pursuant to Amended Rule II, Section 12 (a) of 2004 Rules of Notarial Practice, the identification of an authorized representative shall present only his/her valid identification document issued by the official agency such as but not limited to passport, driver's license, PRC ID, GSIS or SSS ID, etc. She emphasized that use of Cedula is not acceptable.</p> <p>✓ <u>DOCUMENTS REQUIRED DURING THE BID OPENING:</u></p> <p>a. First envelope shall contain the following:</p> <ul style="list-style-type: none"> – Authority of Signatory; – PhilGEPS Certificate of Registration; – Single Largest Completed Contract (SLCC); – Statement of all on-going including awarded but not yet started contracts; – NFCC or Committed Line of Credit (CLC); – Joint Venture Agreement (JVA), if applicable; – Bid Security; – Statement of Compliance with the Delivery Schedule (Section VI); – Statement of Compliance with the Technical Specifications (Section VII); and – Omnibus Sworn Statement. <p>b. Second envelope shall contain the Financial Component (Annex "A" of the bidding documents)</p> <p>Ms. Dela Rama said that the bidders shall submit one (1) original and three (3) copies of the said requirements.</p>

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	<p>✓ <u>DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED BIDDER FOR POST QUALIFICATION PURPOSES:</u></p> <p>a. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall include a copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion;</p> <p>b. Submission of pieces of evidence such as but not limited to manufacturer's or distributor's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate as proof of compliance with the bidder's actual offer, if applicable. All samples to be submitted should comply with the agency's technical specifications and performance levels, where applicable;</p> <p>Ms. Dela Rama requested the prospective bidders to check Section VII. Technical Specifications, page 89 for the evidences that can be used as reference of their bid offers.</p> <p>c. Samples which comply with the agency's technical specifications and performance levels, if applicable.</p> <p>d. Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed in Electronic Filing Payment System (eFPS);</p> <p>e. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) and Quarterly Income Tax Return (Forms 1701Q and 1702Q) covering the previous six (6) months as filed through eFPS; and</p> <p>f. The updated Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration (Platinum Membership).</p> <p>Ms. Dela Rama gave the following contact details of the BAC Secretariat if ever prospective bidders have questions:</p> <ul style="list-style-type: none"> - email address: bacsecretariat@tesda.gov.ph - Telephone Number: (02) 893-8296
<p>4. Presentation of the Schedule of Requirements and the</p>	<p>RD Bares called the TWG Members for the presentation of <u>Section VI - Schedule of Requirements</u> and <u>Section VII - Technical Specifications</u> of the Bidding Documents.</p> <p>Mr. Christopher DC. Aquilo discussed the following items and technical specifications:</p>


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Technical Specifications	<table border="1" data-bbox="579 280 1369 645"> <thead> <tr> <th colspan="3">LOT 1 – Audio Visual Equipment</th> </tr> <tr> <th>Item No.</th> <th>Item</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SMART TV</td> <td>10 units</td> </tr> <tr> <td>2</td> <td>Speakers</td> <td>2 units</td> </tr> <tr> <td>3</td> <td>Audio Mixer</td> <td>2 units</td> </tr> <tr> <td>4</td> <td>Audio Amplifier</td> <td>1 unit</td> </tr> <tr> <td>5</td> <td>Conference Main Control Unit</td> <td>2 units</td> </tr> <tr> <td>6</td> <td>Conference Chairman Unit Mic</td> <td>2 units</td> </tr> <tr> <td>7</td> <td>Conference Delegate Unit Mic</td> <td>38 units</td> </tr> <tr> <td>8</td> <td>Wireless Lavalier Mic</td> <td>2 sets</td> </tr> </tbody> </table> <table border="1" data-bbox="579 674 1369 943"> <thead> <tr> <th colspan="3">LOT 2 – Photographic Equipment</th> </tr> <tr> <th>Item No.</th> <th>Item</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Camera</td> <td>1 unit</td> </tr> <tr> <td>2</td> <td>Camera Lens (70-200mm)</td> <td>1 unit</td> </tr> <tr> <td>3</td> <td>Camera Lens (100mm)</td> <td>1 unit</td> </tr> <tr> <td>4</td> <td>Camera Lens (17-40mm)</td> <td>1 unit</td> </tr> <tr> <td>5</td> <td>Gimbal Stabilizer</td> <td>1 unit</td> </tr> </tbody> </table> <p data-bbox="512 972 1441 1037">Moreover, the delivery period, scope of work and warranty were also discussed and elaborated in the meeting.</p> <p data-bbox="512 1066 1441 1196">Mr. Aquilo emphasized that items in Lots 1 and Lot 2 are to be delivered in forty-five (45) calendar days upon receipt of Notice to Proceed. He also reminded the bidders to write the word “Comply” for each specification in the Statement of Compliance found in Section VII. Technical Specifications.</p>	LOT 1 – Audio Visual Equipment			Item No.	Item	Quantity	1	SMART TV	10 units	2	Speakers	2 units	3	Audio Mixer	2 units	4	Audio Amplifier	1 unit	5	Conference Main Control Unit	2 units	6	Conference Chairman Unit Mic	2 units	7	Conference Delegate Unit Mic	38 units	8	Wireless Lavalier Mic	2 sets	LOT 2 – Photographic Equipment			Item No.	Item	Quantity	1	Camera	1 unit	2	Camera Lens (70-200mm)	1 unit	3	Camera Lens (100mm)	1 unit	4	Camera Lens (17-40mm)	1 unit	5	Gimbal Stabilizer	1 unit
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5. Clarifications	<ul style="list-style-type: none"> <li data-bbox="512 1227 1441 1301">• Audio 4 Design inquired on how many units/quantities for each lot will be procured. TWG answered the number of quantities for each lot to be procured can be found in the bid documents. <li data-bbox="512 1420 1441 1585">• The Brain Computer inquired the type of document to be issued in terms of warranty. TWG replied that the document to be issued should be statement of warranty for a period of one (1) year. <li data-bbox="512 1615 1441 1809">• The Brain Computer inquired if they will be bidding in two lots, are they going to submit two (2) documents for Single Largest Completed Contract (SLCC) for each lot? BAC replied that only one document is required to submit for similar SLCC of the two (2) lots. 																																																			

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6. Schedule	<p>RD Bares said that the deadline of the bid submission is on May 21, 2019 at 2:00 PM.</p> <p>Bid Opening will be on the same date at 2:15 PM at AS Conference Room, 2nd Floor, TESDA Admin Building, Taguig City.</p>
7. Others	<p>The BAC Secretariat announced that the Bidding Documents can be readily purchased at the Procurement Division Office located at the 3rd Floor of the TESDA Administration Building.</p>

C. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 11:35 a.m.

Prepared by:



MELISANDE C. CENTENO
Minutes Officer

Reviewed by:



MARIA GRACIA P. DELA RAMA
Head, BAC Secretariat

Approved by:



RD CONRADO G. BARES
BAC Vice-Chairperson