

BIDS AND AWARDS COMMITTEE-TESDA Central Office

PRE-BID CONFERENCE

**SUPPLY, DELIVERY, INSTALLATION, TEST, AND COMMISSIONING OF ONE (1)
UNIT DIESEL GENERATOR SET SYSTEM INCLUDING ITS ANCILLARIES
AND/OR ACCESSORIES WITH REHABILITATION OF GENERATOR AND
SWITCHGEAR ROOMS OF TESDA CENTRAL OFFICE MAIN BUILDING**

24 September 2020, Thursday, 3:00 p.m.
Video Conferencing via Zoom Application

Present:

Bids and Awards Committee:

Dir. David B. Bungallon	Vice-Chairperson (NITESD)
Dir. Ma. Magdalena P. Butad	Member (IAS)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Ms. Armela B. Gutierrez	Provisional Member - Technical Expert (GSD-AS)

Technical Working Group (TWG):

Mr. Roy Louie P. Mingaracal	Chairman (GSD-AS)
Ms. Joy P. Agustin	Member (HRDI)
Mr. Christian P. Apulog	Member (GSD-AS)

BAC Secretariat:

Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Mr. Joseph Allen L. Simon	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

Prospective Bidders:

Mr. Bernard L. Pescador	ARCV Trading
Mr. Jersson C. Quimno	Innovalite Inc.
Mr. Michael A. Manzano	Integrated Power & Control Provider Inc.
Mr. Paulo Antonio C. Villanueva	Trade Venture International Corporation

Others:

Ms. Rosa M. Ponce	Minutes Officer (PD-AS)
Ms. Melisande C. Centeno	Administrative Officer (PD-AS)
Mr. Vince Lorenz B. Cuya	Administrative Assistant (PD-AS)

Absent:

Bids and Awards Committee:

DDG Lina C. Sarmiento	Chairperson (ODDG for TESDO)
Dir. Adzhar A. Albani	Provisional Member – End-user (AS)
Mr. Renato L. Geron	Member (TESDA-ACE)

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head (PD-AS)
Atty. Jan Michael P. Jaro	Member (ODG)
Mr. Alric G. Subido	Member (GSD-AS)

TWG:

Ms. Rachel Grace M. Dela Cruz	Member (AD-FMS)
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MINUTES OF THE MEETING

A. CALL TO ORDER

There being a quorum with four (4) out of seven (7) members of the BAC in attendance, Dir. David B. Bungallon, BAC Vice-Chairperson, called the meeting to order at 3:18 pm.

He welcomed everyone present in the Pre-Bid Conference for the Supply, Delivery, Installation, Test and Commissioning of One (1) Unit Diesel Generator Set System Including its Ancillaries and/or Accessories with Rehabilitation of Generator and Switchgear Rooms of TESDA Central Office Main Building via videoconferencing using Zoom.

Ms. Arcadia Creselda P. Balinas, BAC Secretariat Member, cited the four (4) prospective Bidders namely (1) ARCV Trading; (2) Innovalite Inc.; (3) Integrated Power & Control Provider, Inc.; and (4) Trade Venture International Corporation who signified their intention to participate in this activity. Likewise, the respective identities of the authorized representatives of the bidders were validated accordingly.

B. DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
<p>a. Letter to Observers</p>	<p>Proof that invitation letters were emailed to the Observers:</p> <ol style="list-style-type: none"> 1. Commission on Audit (17 Sep 2020) 2. Philippine Chamber of Commerce and Industry (17 Sep 2020) 3. Philippine Institute for Supply Management (17 Sep 2020) 4. Philippine Jesuit Prison Service (17 Sep 2020) 5. Reallife Foundation Inc. (17 Sep 2020) <p>However, the BAC Secretariat said that none from the aforementioned observers have responded.</p> <p>The BAC noted the absence of the Observers in the Pre-bid Conference.</p>
<p>b. Publication of the Invitation to Bid</p>	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS and TESDA websites on 16 September 2020. Furthermore, the ITB was also posted by the BAC Secretariat on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information relative to the procurement activities.</p> <p>Likewise, in line with the precautionary health measures being adopted by the agency, interested bidders were duly informed that this Pre-Bid conference will be held via videoconferencing through Zoom.</p>

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
<p>c. Presentation of Requirements of the Bidding Documents</p>	<p>Dir. Bungallon requested the BAC Secretariat to present the General Requirements for Government Procurement.</p> <p>Ms. Balinas proceeded the presentation of the General Requirements for Government Procurement.</p> <p>She explained 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. Ms. Balinas gave emphasis on the following:</p> <p>✓ <u>PURPOSE:</u></p> <p>Ms. Balinas emphasized that any statement issued 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 (Legal, Financial and Technical):</u></p> <p>a. Class "A" Eligibility Documents</p> <ul style="list-style-type: none"> • A valid PhilGEPS Certificate of Registration (Platinum Membership) shall be submitted including the updated list of eligibility documents as stated in Annex "A". She emphasized that if the eligibility requirements stated in Annex "A" are not updated, the bidder shall submit together with the Certificate, the certified true copies of the updated eligibility documents. • Statement of Single Largest Completed Contract similar to the Contract to be bid shall refer to any single contract relevant to both (a) Supply, Delivery, Installation, Testing and Commissioning of Generator Set System including its Ancillaries and/or Accessories and (b) Rehabilitation of Generator and Switchgear Rooms completed within ten (10) years from the date of the bid opening as specified in the Invitation to Bid and ITB Clause 12.1(a)(ii). <p>Ms. Balinas reminded to use the Form indicated as Annex E in the Bidding Documents.</p> <ul style="list-style-type: none"> • For the Statement of All On-Going and Awarded but not yet Started Contracts, Ms. Balinas said that the bidders shall use the form attached as Annex E-1 in the Bidding Documents.

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	<ul style="list-style-type: none"> • Computation of NFCC <p>NFCC= [(Current Asset-Current Liabilities) x 15] – [Value of all outstanding contracts]</p> <p>Ms. Balinas 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 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) – 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 not less than 2% of the ABC amounting to Php 75,763.54. – Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to not less than 5% of the ABC amounting to Php 189,408.85. <p>The bid security in the form of cashier’s/manager’s check shall be payable to TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.</p> – Bid Securing Declaration following the format under Section VIII attached as Annex I of the Bidding Documents.

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	<p>Ms. Balinas 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 or Secretary Certificate; - PhilGEPS Certificate of Registration; - Statement of 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). She reminded the prospective bidder to provide a price schedule.</p> <p>Ms. Balinas said that the bidders shall submit one (1) original and three (3) copies of the said requirements.</p> <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 Completed 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>

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	<p>b. Latest Annual Income Tax Return, BIR Form 1701 or 1702 as filed through electronic filing and payment system (eFPS)</p> <p>d. Either of the following: Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six months OR Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed through eFPS.</p> <p>e. The updated Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration (Platinum Membership).</p> <p>✓ <u>DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED RESPONSIVE BIDDER UPON RECEIPT OF THE NOTICE OF AWARD:</u></p> <p>a. Joint Venture Agreement (if applicable)</p> <p>b. Performance Security</p> <p>c. Signed Contract/Purchase Order</p> <p>Ms. Balinas reminded also the prospective bidders of the common reasons for disqualifications observed during bid opening, during submissions of additional documents by the LCB and during the post-qualification process.</p> <p>Likewise, she reminded of the following schedules:</p> <p>a. September 26, 2020 - Last day of Submission of Written Clarification</p> <p>b. September 29, 2020 - Last day of Issuance of Supplemental Bid Bulletin</p> <p>c. October 6, 2020; 3:00 PM - Deadline for Submission and Opening of Bids</p> <p>She gave the following contact details of the BAC Secretariat if ever prospective bidders have questions:</p> <p>- email address: bacsecretariat@tesda.gov.ph</p> <p>- Telephone Number: (02) 8893-8296</p>
<p>d. Bid Submission and Bid Opening</p>	<p>The bid opening shall be conducted in a face-to-face manner. Due to community quarantine measures, only one (1) representative is allowed to attend the bid opening and will be required to follow the TESDA protocol for Visitors specifically on compliance with social distancing, wearing of face masks and face shields, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at TESDA. Visitors who show signs of COVID-19 related symptoms such as cough, flu, fever, high</p>

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	body temperature and sneezing are advised not to proceed to TESDA since they will not be allowed to enter the TESDA compound.		
<p>e. Presentation of the Schedule of Requirements and the Technical Specifications</p>	<p>Ms. Balinas presented the key aspects of the items described in Section VI - Schedule of Requirements particularly the project <i>Delivery period</i> which is Ninety (90) calendar days upon receipt of Notice to Proceed and the <i>Requirement of the Service Provider</i>.</p> <p>Presented next was Section VII-Technical Specifications. Moreover, on page 78 to 81, the bidders were reminded to indicate in the statement of compliance, either “Comply” or “Not Comply” against the individual parameters of each line item specifications, supported by evidence as applicable. Likewise, bidders should sign the certification found in pages 81 and 98.</p> <p>She reminded the prospective bidders to ensure both Section VI and Section VII be signed by the authorized representatives.</p>		
<p>f. Submission of Request for Clarification</p>	<p>Ms. Balinas, upon request by the Vice-Chairperson, confirmed that any request for clarification on the part of the bidders after this Pre-bid Conference should be done in writing and submitted to the BAC at least ten (10) calendar days before Bid Opening.</p> <p>She reported that based on the calendar at hand, the Bid Opening for this particular procurement is scheduled for 6 October 2020 at 3:00 pm. This means that the deadline for any written request for clarification would be on 26 September 2020.</p>		
<p>g. Question and Answer</p>	Dir. Bungallon open the table for the bidders’ questions and clarifications.		
	Prospective Bidder	Issues and Concerns	BAC Response
	Integrated Power & Control Provider Inc. (Mr. Michael A. Manzano)	<p><u>Query on Section VI-Schedule of Requirements</u></p> <p><i>Item 2: Active PCAB License</i></p> <p>Mr. Manzano asked for clarification if TESDA requires a particular PCAB License Category since they have Small B PCAB License. As he noticed the PCAB License requirement indicated</p>	Dir. Bungallon responded that a Supplemental Bid Bulletin shall be issued to clarify the matter.

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	<p>under the Requirements of the Service Provider did not specify any category.</p>	
	<p><u>Item 5: Brand of Generator Set and ATS, must be in the Philippine Market for at least 15 Years or preferably European or US Brand</u></p> <p>He revealed that their company is in the business for almost 15 years which started in the installation of generator since 2014 but they have 6 years track record in the same field since 2012. Likewise, their company is carrying Korean and Chinese brands of generator. In line with this, he requested if possible, to relax the requirement of 15 years.</p>	<p>Dir. Bungallon stated that it will be much appreciated if Integrated Power & Control Provider Inc. submit its queries in writing.</p> <p>The TWG stated that they will discuss first among the group based on the minutes of meeting or the written query of the bidder.</p> <p>Dir. Bungallon mentioned that the queries/ concerns are well taken and will be responded accordingly.</p>
	<p><u>Item 6: Certification from the Manufacturer that the brand of the Generator Set and ATS being offered has been in the Philippine Market for the last fifteen years,</u></p> <p>Mr. Manzano asked which certification should be submitted for the ATS: whether the</p>	<p>Supplemental Bid Bulletin shall be</p>

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		certification from the manufacturer or the authorized distributor/dealer in the Philippines.	issued to clarify the matter.
	Trade Ventures, International Corporation	No clarifications	Noted
	Innovalite Inc.	No clarifications	Noted
	ARCV Trading	No query at the moment, maybe upon conducting site visit.	Noted
Issuance of Bid Bulletin	Ms. Balinas reported that the issuance of bid bulletin, if any, should be at least seven (7) calendar days before Bid Opening which will fall on 29 September 2020.		
Deadlines	<p>Ms. Balinas announced that the deadline of the submission of bid is on 6 October, 2020 at 3:00 pm.</p> <p>Bid Opening will be on the same date at 3:15 pm at AS Conference Room, 2nd Floor, TESDA Administration Building, Taguig City.</p>		

ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 3:52 p.m.

Prepared by:



ROSA M. PONCE
Minutes Officer

Reviewed by:

Arcadia
ARCADIA CRESELDA P. BALINAS
Member, BAC Secretariat

Approved by:


DIR. DAVID B. BUNGALLON
BAC Vice-Chairperson