

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE
FOR THE PROCUREMENT OF LEARNING SYSTEMS FOR
THREE (3) EXISTING INNOVATIONS CENTERS**

24 November 2020, Tuesday, 9:00 a.m.
Video Conferencing via Zoom Application

Present:

Bids and Awards Committee:

DDG Lina C. Sarmiento	Chairperson (ODDG for TESDO)
Dir. David B. Bungallon	Vice-Chairperson (NITESD)
Dir. Ma. Magdalena P. Butad	Member (IAS)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Mr. Artemio C. Del Rosario Jr.	Member - Regular (TESDA ACE)
AED Edward M. Dela Rosa	Provisional Member – End-user (NITESD)
Mr. Stephen I. Cezar	Provisional Member - Technical Expert (TRDD-NITESD)

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head (PD-AS)
Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

Technical Working Group:

Mr. Reynaldo B. Lorenzo	TRDD (NITESD)
Ms. Rachel Grace D. Ochoa	AD-FMS

Prospective Bidders:

Mr. Joseph D. Reside	Techline, Inc.
Mr. David M. Ramos, Jr.	Kaya Machineries and Industrial Supplies
Mr. Christian C. Gaylan	Kaya Machineries and Industrial Supplies
Mr. Jixie Allauigan	Kaya Machineries and Industrial Supplies
Mr. Arthur E. Dean	Humil International Corporation
Engr. Romeo D. Andrade	Andson's Educational Resources Inc.
Ms. Aloura Ann Tordedo	Andson's Educational Resources, Inc.
Mr. Jonathan R. Zulueta	Nikka Trading
Mr. Claro Ben Lim III	ACMI Office Systems Philippines, Inc
Engr. Joyce Allan A. Guingab	Hytec Power Inc.
Ms. Mheann Villaluz	Hytec Power Inc.

Others:

Ms. Rosa M. Ponce	Minutes Officer (PD-AS)
Melisande C. Centeno	Administrative Officer (PD-AS)

MINUTES OF THE MEETING

A. CALL TO ORDER

There being a quorum with all the seven (7) members of the BAC in attendance, DDG Lina Sarmiento, the BAC Chairperson, called the meeting to order at 9:13 am.

DDG Sarmiento requested the Secretariat to let the prospective bidders get in the virtual meeting room.

The Chair greeted everyone, including the prospective bidders' authorized representatives of this Pre-bid conference for the *Procurement of Learning Systems for the Three (3) Existing Innovation Centers of TESDA*.

Ms. Arcadia Creselda Balinas, Member of the BAC Secretariat, informed the members of the BAC that there were seven (7) potential bidders, namely: (1) Techline Inc.; (2) Kaya Machineries and Industrial Supplies; (3) Humil International Corporation; (4) Andsons Educational Resources Inc.; (5) Nikka Trading; (6) ACMI Office Systems Philippines, Inc.; (7) Hytec Power Inc. who signified their intention to participate in this pre-bid activity.

The authorized representatives of the prospective bidders were given a Zoom meeting ID and password upon validating their proof of identity. Upon entry to the meeting room, the BAC Chairperson requested the BAC Secretariat to introduce the prospective bidders.

DDG Sarmiento welcomed all the potential bidders and requested the Secretariat to proceed with the presentation.

B. DISCUSSION

ISSUES/ CONCERNS	PRESENTATION/DISCUSSION/ AGREEMENTS
<p>a. Letter to Observers</p>	<p>Ms. Balinas showed the proof that invitation letters were emailed to the following Observers on November 18, 2020:</p> <ol style="list-style-type: none"> 1. Transparency and Accountability Network 2. Real Life Foundation Inc. 3. Commission on Audit 4. Philippine Institute for Supply Management 5. Philippine Jesuit Prison Service 6. Philippine Chamber of Commerce and Industry <p>However, the Secretariat said that none of the abovementioned observers signified their attendance to this Prebid Conference.</p> <p>The Chair noted the absence of the Observers in the Pre-bid Conference.</p>
<p>b. Publication of the Invitation to Bid</p>	<p>Ms. Dela Rama informed the Committee that posting of the Invitation to Bid (ITB) at the PhilGEPS website and TESDA official website was on November 9, 2020.</p> <p>Likewise, the BAC Secretariat posted the ITB on the bulletin board near the TESDA Gate 1, the place reserved for the posting of notices and information on procurement activities.</p>

c. Presentation of Requirements of the Bidding Documents

DDG Sarmiento called the BAC Secretariat for the presentation of the General Requirements for Government Procurement. Before proceeding, *Hytec Power Inc* and *ACMI Office Systems Philippines, Inc.* requested permission to record the requirements to be presented to the BAC Secretariat, which the BAC Chairperson allowed. Ms. Dela Rama then proceeded with the presentation of the General Requirements for Government Procurement.

✓ **PURPOSE:**

She explained 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. Then, she 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.

✓ **BIDDER'S ELIGIBILITY (Legal, Financial and Technical):**

a. Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or
- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and
- Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
- Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

b. Technical Documents

- Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- Statement of Single Largest Completed Contracts (SLCC) similar to the contract to be bid except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;

Section II. Instruction to Bidders states that pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index (CPI), must be at least equivalent to fifty percent (50%) of the ABC.

Hence, for this purpose, as stated in Section III. Bid Data Sheet, ITB Clause 5.3, the contracts similar to the Project shall be:

- a. any contract on supply and delivery of equipment, and/or learning systems, and must be at least equivalent to fifty percent (50%) of the ABC of each lot; and
 - b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;

Bid Data Sheet Section 14.1 The bid security shall be in the form of a Bid Securing Declaration (Please see Section VIII of the Bid Documents), or any of the following forms and amounts:

1. The amount of not less than **2% of ABC** (please refer to bid documents), if bid security is in **cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit**; or
2. The amount of not less than **5% of ABC** (please refer to bid documents), if bid security is in **Surety Bond** callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission.

The bid security in the form of cashier's/manager's check shall be payable to TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.

- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; (Section VI and Section VII of the Bid Documents);
- Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Ms. Dela Rama advised the bidders to use the respective prescribed forms attached in the Bid Document and ensure to fill-out and sign the forms by the authorized bidder's representative.

c. Financial Documents

- The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

- A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

- "CLASS B" DOCUMENT – Joint Venture Agreement if applicable

✓ **Amended RULE II, SECTION 12(a) of 2004 Rules of Notarial Practice:**

"Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

"(a) At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance... and all other IDs issued by the Government agencies

✓ **DOCUMENTS REQUIRED DURING THE BID OPENING:**

a. First envelope shall contain the following:

1. Authority of Signatory
2. Valid PhilGEPS Registration Certificate or SEC/DTI/CDA Registration Certificate, Mayor's or Business Permit and Tax Clearance;
3. Statement of All On-Going contracts including Awarded but not yet Started Contracts;
4. Statement of Single Largest Completed Contracts similar to the contract to be bid;
5. Bid Security;
6. Statement of Compliance with the Delivery Schedule;
7. Statement of Compliance with the Technical Specifications;
8. Bidder's Omnibus Sworn Statement;
9. Audited Financial Statement stamped "received" by the BIR;
10. NFCC or Committed Line of Credit; and
11. JVA if applicable.

b. Second envelope shall contain the Financial Component

1. Original of duly signed and accomplished Financial Bid Form
2. Original of duly signed and accomplished Price Schedule(s).

✓ **DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED BIDDER FOR POST QUALIFICATION PURPOSES:**

- *Proof of Completion of Single Largest Completed Contract, which shall be a copy of any verifiable document(s) such as but not limited to the following:*
 - *Contract/s or Purchase Order/s;*
 - *Corresponding Sales Invoice/s;*
 - *Official Receipt/Cash Receipt/Collection Receipt; and*
 - *Certificate of Performance Evaluation (template of which is attached as Annex A of the Bidding Documents);*
- *Brochures, if required;*
- *Samples, if required;*
- *Other Appropriate Licenses & Permits;*
- *Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed through the Electronic Filing and Payment System (eFPS);*
- *Either of the following:*
 - *Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six (6) months as filed thru eFPS; or*
 - *Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed thru eFPS, pursuant to BIR Revenue Regulations No. 03-2005 dated 16 February 2005.*
- *Valid and updated PhilGEPS Certificate of Registration (Platinum Membership) including the updated list of eligibility documents as stated in Annex "A" of said Certificate of Registration.*
- *Documents to be submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.*

✓ **COMMON REASONS FOR DISQUALIFICATION OBSERVED**

Ms. Dela Rama reminded the prospective bidder of the common reasons for disqualification such as:

DURING BID OPENING

- Late Submission;
- Incomplete Submission;
- Non-compliance with Notarial Rules (use of Cedula is not allowed); and
- Failure to sign relevant documents.

DURING SUBMISSION OF ADDITIONAL REQUIREMENTS BY THE LCB

- Failure to submit the required additional documents;
- Late submission of additional documents;
- Failure to present the required sample during the scheduled date of presentation;
- Different samples are presented for the same item;

DURING POST-QUALIFICATION

- Failure to pass sample testing criteria;
- Expired license/permits; and
- False information.

At the end of the presentation, the following contact details of the BAC Secretariat were provided if ever prospective bidders have questions and clarifications:

- email address: bacsecretariat@tesda.gov.ph
- Telephone Number: (02) 8893-8296

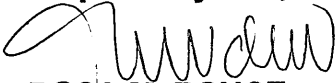
<p>d. Submission of Request for Clarification</p> <p>e. Issuance of Bid Bulletin</p> <p>f. Submission of Bids and Bid Opening</p>	<p>Likewise, she reminded prospective bidders on important dates to remember:</p> <table border="1" data-bbox="492 248 1502 421"> <thead> <tr> <th>Particulars</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Last Day of Submission of Written Clarification</td> <td>November 29, 2020</td> </tr> <tr> <td>Last Day of the Issuance of Supplemental Bid Bulletin</td> <td>December 2, 2020</td> </tr> <tr> <td>Submission of Bids</td> <td>December 9, 2020; 9:00 am</td> </tr> </tbody> </table> <p>Bid Opening will be held 15 minutes after the abovementioned schedule of bid submission.</p>	Particulars	Date	Last Day of Submission of Written Clarification	November 29, 2020	Last Day of the Issuance of Supplemental Bid Bulletin	December 2, 2020	Submission of Bids	December 9, 2020; 9:00 am
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<p>g. Venue of the Submission and Opening of Bids</p>	<p>The venue of the submission and opening of bids will be at the Tandang Sora Hall, TESDA Women’s Center, Gate 1, TESDA Complex, Building 2, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City.</p> <p>Due to community quarantine measures, only one (1) representative is allowed to attend personally in 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.</p>								
<p>h. Question and Answer</p>	<p>DDG Sarmiento opened the table for the bidders’ questions and clarifications.</p> <p>Moreover, she informed the Authorized Representatives and Prospective Bidders that a Supplemental Bid Bulletin would be issued with regards to the clarifications to be raised by the bidders:</p> <table border="1" data-bbox="492 1240 1517 2040"> <thead> <tr> <th>Prospective Bidder</th> <th>Issues and Concerns</th> <th>BAC Response</th> </tr> </thead> <tbody> <tr> <td>Techline Inc.</td> <td>On SLCC requirement - if the agency can possibly allow prospective bidders to submit two (2) contracts to suffice the amount needed for SLCC particularly for Lot 6, CNC Machining Equipment/ Attachment which has an ABC of ₱68,300,616.56.</td> <td> <p>DDG Sarmiento responded that pursuant to the provision in ITB Clause 5.3 of the Bid Data Sheet, the definition of the Similar Contract <i>shall be:</i></p> <p>a. <i>Any contract on the supply and delivery of equipment, and/or learning systems, and must be at least equivalent to fifty percent (50%) of the <u>ABC of</u> _____ <u>lot.</u></i></p> <p>Nevertheless, the Chair noted the concern of the bidder. She said that the BAC would discuss first the bidder’s concern and, a Supplemental Bid Bulletin</p> </td> </tr> </tbody> </table>	Prospective Bidder	Issues and Concerns	BAC Response	Techline Inc.	On SLCC requirement - if the agency can possibly allow prospective bidders to submit two (2) contracts to suffice the amount needed for SLCC particularly for Lot 6, CNC Machining Equipment/ Attachment which has an ABC of ₱68,300,616.56.	<p>DDG Sarmiento responded that pursuant to the provision in ITB Clause 5.3 of the Bid Data Sheet, the definition of the Similar Contract <i>shall be:</i></p> <p>a. <i>Any contract on the supply and delivery of equipment, and/or learning systems, and must be at least equivalent to fifty percent (50%) of the <u>ABC of</u> _____ <u>lot.</u></i></p> <p>Nevertheless, the Chair noted the concern of the bidder. She said that the BAC would discuss first the bidder’s concern and, a Supplemental Bid Bulletin</p>		
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			<p>shall be issued, if necessary.</p> <p>For any other clarifications, the Chairperson encouraged the bidders to submit their questions earlier thru writing before the deadline set on November 29, 2020, so as not to delay the procurement project.</p>
	Humil International Corporation	On the delivery sites for Lot 8- Machines/ Equipment	<p>DDG Sarmiento said that the schedule of the delivery of equipment for every Region is indicated in the Distribution Matrix attached as Annex C in the Bidding Documents.</p> <p>Ms. Dela Rama showed said Distribution Matrix indicating the specific equipment per lot for <i>Regions VII, VIII, and IX.</i></p>
	Kaya Machineries and Industrial Supplies	On the status of the building of Balicutro College of Arts and Trades (BCAT) considering the delivery of big machines in the said Innovation Center	<p>Mr. Stephen Cezar informed that the three (3) Innovation Centers located in different regions have uniform Building Design (with roll-up gates). He recognized that during Centex 23 Equipment Project, the Innovation Center in Balicutro College Arts and Trades (BCAT) was not yet constructed. He clarified that the building construction is on-going now.</p> <p>Dir. David Bungallon supported Mr. Cezar's statement about the on-going building construction in BCAT. Meantime, he assured to discuss the delivery arrangement to with whoever will be the supplier for this project.</p>

ADJOURNMENT

Since there are no more queries, DDG Sarmiento thanked all the prospective bidders for participating in this pre-bid conference. The meeting adjourned at 9:55 a.m.

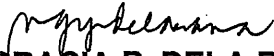
Prepared by:



ROSA M. PONCE

Minutes Officer

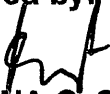
Reviewed by:



MARIA GRACIA P. DELA RAMA

Head, BAC Secretariat

Approved by:



DDG LINA C. SARMIENTO

BAC Chairperson