

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE
FOR THE MODERNIZATION AND UPGRADING OF TRAINING EQUIPMENT OF
THE NATIONAL TVET TRAINERS ACADEMY**

24 September 2020, Thursday, 1:00 p.m.
Video Conferencing via Zoom Application

Present:

Bids and Awards Committee:

Dir. David B. Bungallon
Dir. Ma. Magdalena P. Butad
Atty. Marichelle D. De Guzman
Dir. Perla V. Lucas
Ms. Maria Roque

Vice-Chairperson (NITESD)
Member (IAS)
Member (ODG-TBS)
Provisional Member – End-user (NTTA)
Provisional Member - Technical Expert
(NTTA)

Technical Working Group (TWG):

Mr. Alfonso P. Francisco
Mr. Lorenzo A. Ladia
Mr. Michael Edione N. Gayona
Mr. Dexter C. Hulleza

Member (NTTA)
Member (NTTA)
Member (NITESD)
Member (ODDG-TESDO)

BAC Secretariat:

Ms. Arcadia Creselda P. Balinas
Ms. Jela Mae A. Arcano

Member (PD-AS)
Member (PD-AS)

Prospective Bidders:

Mr. Gerard Joseph Alava
Ms. Rosemarie Dela Cruz
Engr. Rhessan Jan R. Mamoransing
Ms. Mary Ann B. Villaluz
Mr. Arthur E. Dean
Mr. Marvin R. Ocampo

ACMI Office Systems Philippines, Inc.
ACMI Office Systems Philippines, Inc.
Hytec Power Inc.
Hytec Power Inc.
Humil International Corporation
Humil International Corporation

Others:

Ms. Rosa M. Ponce
Melisande Centeno
Vince Lorenz B. Cuya

Minutes Officer (PD-AS)
Administrative Officer (PD-AS)
Administrative Assistant (PD-AS)

Absent:

Bids and Awards Committee:

DDG Lina C. Sarmiento
Mr. Renato L. Geron
Dir. Adzhar A. Albani

Chairperson (ODDG for TESDO)
Member (TESDA-ACE)
Provisional Member – End-user (AS)

Technical Working Group

Mr. Stephen Cezar

Member (NITESD)

BAC Secretariat:

Maria Gracia P. Dela Rama
Atty. Jan Michael P. Jaro
Joseph Allen L. Simon
Mr. Alric G. Subido

Head, BAC Secretariat
Member (ODG)
Member (PD-AS)
Member (GSD-AS)

MINUTES OF THE MEETING

A. CALL TO ORDER

Upon determination of a quorum, the meeting was called to order at 1:17 pm by Dir. David Bungallon, the BAC Vice-Chairperson.

Dir. Bungallon welcomed everyone including the three (3) prospective bidders' authorized representatives of this *Pre-bid Conference for the Modernization and Upgrading of Training Equipment of the National TVET Trainers Academy*.

Ms. Arcadia Creselda P. Balinas, BAC Secretariat member, announced the three (3) potential bidders such as: (1) ACMI Office System; (2) Hytec Power Inc.; (3) Humil International Corporation who signified their intention to participate in this pre-bid conference.

Each of the prospective *Bidders' Authorized Representative* proof of Identity was accordingly validated. Thereby, all of them were provided with the Zoom Meeting ID and a password. They were requested to state their names and company that they are affiliated with which was acknowledged by the BAC Chairperson.

B. DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
a. Letter to Observers	<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>
b. Publication of the Invitation to Bid	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA official website on 17 September 2020.</p> <p>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 on procurement activities.</p> <p>Furthermore, in line with the precautionary health measures being adopted by the agency. Potential bidders were duly informed that this Pre-bid conference will be held on Virtual Mode via video-conference through Zoom application.</p>

<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 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 (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 the following:
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Lot 1 – Any contract for the supply and/or installation of solar panels and controllers, electrical equipment and/or training equipment in renewable energy systems

Lot 2 – Any contract for the supply and/or installation of machining equipment, precision engineering equipment and/or training equipment in CNC technology

Lot 3 – Any contract for the supply and/or installation of building electrical systems, industrial electrical controls and/or electrical training equipment

Lot 4 – Any contract for the supply and delivery of IT equipment

Lot 5 – Any contract for the supply and delivery of audio-visual equipment

Lot 6 – Any contract for the supply and delivery of air conditioning units

Ms. Balinas reminded to use the Form indicated as Annex E in the Bidding Documents.

- 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.
- Computation of NFCC

NFCC= [(Current Asset-Current Liabilities) x 15] – [Value of all outstanding contracts]

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.

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.

- 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.

b. Technical Documents

- Forms of the Bid Security are the following:
 - The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or Irrevocable Letter of Credit
 - The amount of not less than 5% of the ABC, if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission

LOT NO.	QUALIFICATIONS	2% of ABC (in Philippine Peso)	5% of ABC (in Philippine Peso)
1	Solar PV Installation Learning System	130,614.88	326,537.20
2	CNC Machine Learning System with 3D Printer	128,255.07	320,637.68
3	Building Systems Trainer (KNX Technology)	79,958.56	199,896.40
4	IT Equipment	64,190.32	160,475.80
5	Audio Visual Equipment	63,779.82	159,449.55
6	Air Conditioner	13,036.85	32,592.12

- The bid security in the form of cashier's/manager's check shall be payable to TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.
- Bid Securing Declaration following the format under Section VIII attached as Annex I of the Bidding Documents.

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.

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

- a. First envelope shall contain the following:
- 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.

b. Second envelope shall contain the Financial Component (Annex "A" of the bidding documents). She reminded the prospective bidder to provide a price schedule.

Ms. Balinas said that the bidders shall submit one (1) original and three (3) copies of the said requirements.

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

- 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.
- b. Latest Annual Income Tax Return, BIR Form 1701 or 1702 as filed through electronic filing and payment system (eFPS)
- 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.
- e. The updated Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration (Platinum Membership).

✓ **DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED RESPONSIVE BIDDER UPON RECEIPT OF THE NOTICE OF AWARD:**

- a. Joint Venture Agreement (if applicable)
- b. Performance Security
- c. Signed Contract/Purchase Order

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.

Likewise, she reminded of the following schedules:

- a. September 26, 2020 - Last day of Submission of Written Clarification
- b. September 29, 2020 - Last day of Issuance of Supplemental Bid Bulletin


	<p>c. October 6, 2020; 1:00 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> <ul style="list-style-type: none"> - email address: bacsecretariat@tesda.gov.ph - Telephone Number: (02) 8893-8296 					
<p>d. 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 for Lot Nos. 1-3 and sixty (60) calendar days for Lot Nos. 4-6 upon receipt of Notice to Proceed of the winning bidder.</p> <p>Presented next was Section VII-Technical Specifications for each Lot. Moreover, 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.</p> <p>She reminded the prospective bidders to ensure both Section VI and Section VII be signed by the authorized representatives.</p>					
<p>e. Submission of Request for Clarification</p>	<p>Ms. Balinas, upon request by the Chair, 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 1:00 pm. This means that the deadline for any written request for clarification would be on 26 September 2020.</p>					
<p>f. Question and Answer</p>	<p>Dir. Bungallon open the table for the bidders' questions and clarifications</p> <table border="1" data-bbox="552 1391 1492 1458"> <thead> <tr> <th data-bbox="552 1391 796 1458">Prospective Bidder</th> <th data-bbox="796 1391 1155 1458">Issues and Concerns</th> <th data-bbox="1155 1391 1492 1458">BAC Response</th> </tr> </thead> </table>			Prospective Bidder	Issues and Concerns	BAC Response
Prospective Bidder	Issues and Concerns	BAC Response				
	<p>ACMI</p>	<p>Mr. Alava requested clarifications on the Bid Security requirement if it requires a separate bid security for each lot being bid. He asked if they could submit only one bid security for all the lots they will participated in.</p>	<p>Dir. Bungallon responded that the bidder can submit only one (1) bid security for some or all of the lots they will participated in.</p> <p>Ms. Balinas confirmed that the bidder can submit one bid security so long as it conforms with the total of the lots, they will be participated in.</p>			

	Hytec Power	Queried on the specification indicated in Lot 1,2 & 3 particularly the Teaching Aids. He asked if e-Learning Materials can be considered.	The TWG said yes. E-Learning materials can be considered.
	The authorized representatives and prospective bidders were informed as regards to the BAC response that a supplemental bid bulletin shall be issued if necessary.		
Issuance of Bid Bulletin	Ms. Balinas reported that the issuance of bid bulletins, 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 on the submission of bid is on October 6, 2020 at 1:00 pm.</p> <p>Bid Opening will be on the same date at 1:15 pm at AS Conference Room, 2nd Floor, TESDA Administration Building, Taguig City.</p> <p>Due to community quarantine measures, only one (1) representative is allowed to attend personally in the bid opening.</p>		

ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 2:37 p.m.

Prepared by:


ROSAM. PONCE
 Minutes Officer

Reviewed by:


ARCADIA CRESELDA P. BALINAS
 BAC Secretariat

Approved by:


DIR. DAVID BUNGALLON
 BAC Vice Chairperson