

**BIDS AND AWARDS COMMITTEE-TESDA Central Office**

**PRE-BID CONFERENCE  
PROVISION OF PHOTOCOPYING SERVICES REQUIREMENT FOR TESDA  
CENTRAL OFFICE FOR FY 2021**

05 January 2021, Tuesday, 3:00 p.m.  
Video Conferencing via Zoom Application

**Present:**

***Bids and Awards Committee:***

DDG Lina C. Sarmiento	Chairperson (ODDG-TESDO)
Dir. Ma. Magdalena P. Butad	Member (IAS)
Mr. Artemio C. Del Rosario Jr.	Member (TESDA- ACE Region XII)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS-GSD)

***BAC Secretariat:***

Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

***Prospective Bidders:***

Mr. Paul Ryan D. Caringal	Otus Copy Systems, Inc.
Mr. Lance Escalona	U-BIX Corporation

***Others:***

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

**Absent:**

***Bids and Awards Committee:***

Dir. David B. Bungallon	Vice-Chairperson (NITESD)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Dir. Adzhar A. Albani	Provisional Member-End-User (AS)

***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)
Mr. Joseph Allen L. Simon	Member (PD-AS)

**MINUTES OF THE MEETING**

**A. CALL TO ORDER**

Upon determination of a quorum, the meeting was called to order by DDG Lina C. Sarmiento, the BAC Chairperson, at 3:25 pm.

DDG Sarmiento welcomed everyone including the two (2) prospective bidders' authorized representatives of this *Pre-bid Conference for the Provision of Photocopying Services Requirement for TESDA Central Office for FY2021*.

Ms. Arcadia Creselda P. Balinas, BAC Secretariat member, announced the two (2) potential bidders namely: Otus Copy Systems Inc. and U-BIX Corporation who signified their intention to participate in this pre-bid activity.

## **B. DISCUSSION**

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<p><b>a. Letter to Observers</b></p>	<p>Ms. Balinas showed proof that invitation letters were emailed to the following Observers on 23 December 2020.</p> <ol style="list-style-type: none"> <li>1. Transparency and Accountability Network</li> <li>2. Reallife Foundation Inc.</li> <li>3. Commission on Audit</li> <li>4. Philippine Institute for Supply Management</li> <li>5. Philippine Jesuit Prison Service</li> <li>6. Philippine Chamber of Commerce and Industry</li> </ol> <p>However, the BAC Secretariat confirmed that none of the aforementioned observers signified their attendance.</p> <p>The Chairperson noted the absence of the Observers in the Pre-bid Conference.</p>
<p><b>b. Publication of the Invitation to Bid</b></p>	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA official website on 23 December 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 via video-conference through Zoom application.</p>
<p><b>c. Presentation of the General Requirements for Government Procurement</b></p>	<p>DDG Sarmiento requested the BAC Secretariat to present the General Requirements for Government Procurement.</p> <p>Ms. Balinas proceeded with the presentation of the General Requirements for Government Procurement.</p> <p>✓ <b>PURPOSE:</b></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. 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.</p>

✓ **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;

*Bid Data Sheet ITB Clause 5.3 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.*

*For this purpose, contracts similar to the Project shall be:*

- a. *any contract on the Provision of Photocopying Services, and must be at least equivalent to fifty percent (50%) of the ABC of the bid lot/s; 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 ITB Clause 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. Balinas advised the bidders to use the respective prescribed forms attached in the Bidding Documents 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

*Computation of NFCC:*

*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.*

*Net Financial Contracting Capacity (NFCC), calculated as follows:  
[(Current Assets–Current Liabilities) x 15] – [Value of all outstanding contracts]*

- 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);*
- *Proof of Ongoing/Outstanding Contracts as identified in the Statement of Ongoing Contracts Awarded but not yet Started Contracts, which shall include any verifiable document(s) such as but not limited to the following:*
  - *Notice of Award;*
  - *Contract/s or Purchase Orders;*
  - *Notice to Proceed*
- *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 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 DURING THE VARIOUS STAGE OF PROCUREMENT PROCESS**

Ms. Balinas reminded the prospective bidders 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;

**DURING POST-QUALIFICATION**

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

	<p>At the end of the presentation, the following contact details of the BAC Secretariat were provided if ever prospective bidders have questions:</p> <ul style="list-style-type: none"> <li>- email address: <a href="mailto:bacsecretariat@tesda.gov.ph">bacsecretariat@tesda.gov.ph</a></li> <li>- Telephone Number: (02) 8893-8296</li> </ul>																	
<p>d. Submission of Request for Clarification e. Issuance of Bid Bulletin f. Submission of Bids and Bid Opening</p>	<p>Likewise, she reminded the prospective bidders on important dates to remember:</p> <table border="1" data-bbox="576 546 1490 689"> <thead> <tr> <th>Particulars</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Last Day of Submission of Written Clarification</td> <td>January 8, 2021</td> </tr> <tr> <td>Last Day of the issuance of Supplemental Bid Bulletin</td> <td>January 11, 2021</td> </tr> <tr> <td>Submission and Opening of Bids</td> <td>January 18, 2021 at 11:00 am</td> </tr> </tbody> </table>	Particulars	Date	Last Day of Submission of Written Clarification	January 8, 2021	Last Day of the issuance of Supplemental Bid Bulletin	January 11, 2021	Submission and Opening of Bids	January 18, 2021 at 11:00 am									
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<p>g. Question and Answer</p>	<p>DDG Sarmiento open the table for the bidders' questions and clarifications</p> <table border="1" data-bbox="561 792 1508 1720"> <thead> <tr> <th>Prospective Bidder</th> <th>Issues and Concerns</th> <th>BAC Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 860 799 1301" rowspan="3">UBIX Corp</td> <td data-bbox="799 860 1161 958"> <p>Q1: Asked if TESDA will provide a copy volume requirement for Black and White/Monochrome and Color.</p> </td> <td data-bbox="1161 860 1508 958"> <p>TESDA shall provide copy volume requirements through the issuance of a Supplemental Bid Bulletin.</p> </td> </tr> <tr> <td data-bbox="799 958 1161 1189"> <p>Q2: On the <i>stand-by machine</i> under support service requirement if counted as an additional requirement to the 33 units Black and White machines and 1 Color machine.</p> </td> <td data-bbox="1161 958 1508 1189"> <p>Ms. Armela Gutierrez replied that the number of machine requirement would still be 33 units Black and White and 1 Color. The <i>stand-by machine</i> will serve only as <i>back-up machine</i> to the <i>assigned machine</i> under repair in case the repair exceeds six (6) hours.</p> </td> </tr> <tr> <td data-bbox="799 1189 1161 1301"> <p>Q3: On the <i>stand-by machine</i> specification, if it is the same technical specification as of the 33 units or can be lower.</p> </td> <td data-bbox="1161 1189 1508 1301"> <p>The winning service provider shall provide a <i>stand-by machine</i> in accordance to the required technical specifications of the agency.</p> </td> </tr> <tr> <td data-bbox="561 1301 799 1720" rowspan="3">OTUS Copy Sytems</td> <td data-bbox="799 1301 1161 1400"> <p>Q4: On the required <i>stand-by machine</i> provided it shall be capable to support Black &amp;White or Color machine.</p> </td> <td data-bbox="1161 1301 1508 1400"> <p>Yes.</p> </td> </tr> <tr> <td data-bbox="799 1400 1161 1498"> <p>Q5: On the required number of copies of the Certificate of Performance Evaluation specified in page 24 of the Bidding Documents.</p> </td> <td data-bbox="1161 1400 1508 1498"> <p>The Certificate of Performance Evaluation required number of copies is only one and that should come from the bidder's SLCC.</p> </td> </tr> <tr> <td data-bbox="799 1498 1161 1720"> <p>Q6: on the Test Parameters, Annex C, page 37 of the Bidding Documents, if required to be attached in the Documents.  He revealed compliance issues on this matter, as they cannot predict the serial number of the copying machines to be served for the project</p> </td> <td data-bbox="1161 1498 1508 1720"> <p>The Test Parameter form under Annex C of the Bidding Documents shall not be submitted as compliance to Section VII-Technical Specifications.</p> </td> </tr> </tbody> </table>	Prospective Bidder	Issues and Concerns	BAC Response	UBIX Corp	<p>Q1: Asked if TESDA will provide a copy volume requirement for Black and White/Monochrome and Color.</p>	<p>TESDA shall provide copy volume requirements through the issuance of a Supplemental Bid Bulletin.</p>	<p>Q2: On the <i>stand-by machine</i> under support service requirement if counted as an additional requirement to the 33 units Black and White machines and 1 Color machine.</p>	<p>Ms. Armela Gutierrez replied that the number of machine requirement would still be 33 units Black and White and 1 Color. The <i>stand-by machine</i> will serve only as <i>back-up machine</i> to the <i>assigned machine</i> under repair in case the repair exceeds six (6) hours.</p>	<p>Q3: On the <i>stand-by machine</i> specification, if it is the same technical specification as of the 33 units or can be lower.</p>	<p>The winning service provider shall provide a <i>stand-by machine</i> in accordance to the required technical specifications of the agency.</p>	OTUS Copy Sytems	<p>Q4: On the required <i>stand-by machine</i> provided it shall be capable to support Black &amp;White or Color machine.</p>	<p>Yes.</p>	<p>Q5: On the required number of copies of the Certificate of Performance Evaluation specified in page 24 of the Bidding Documents.</p>	<p>The Certificate of Performance Evaluation required number of copies is only one and that should come from the bidder's SLCC.</p>	<p>Q6: on the Test Parameters, Annex C, page 37 of the Bidding Documents, if required to be attached in the Documents.  He revealed compliance issues on this matter, as they cannot predict the serial number of the copying machines to be served for the project</p>	<p>The Test Parameter form under Annex C of the Bidding Documents shall not be submitted as compliance to Section VII-Technical Specifications.</p>
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**ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 3:58 p.m.

**Prepared by:**

  
**ROSA M. PONCE**  
Minutes Officer

**Reviewed by:**

  
**ARCADIA CRESELDA P. BALINAS**  
BAC Secretariat Member

**Approved by:**

  
**DDG LINA C. SARMIENTO**  
BAC Vice Chairperson