MINUTES OF THE PRE-BID CONFERENCE
Procurement of Primer Composition Mixing Equipment
(IB# GA-BAC-2019DP-10-R)
June 06, 2019, 11:00 A.M.

Present were:

Bids and Awards Committee
Ms. Teresita L. Vitug - Chairperson
Ms. Avelina C. Aliangan - Vice-Chairperson
Engr. Jopari P. Noceda - Member
Engr. Ullyses D. Reyes - Provisional Member / End-user

Technical Working Group
Engr. Sarah Kaye C. Paguio - Chairperson
Mr. Joseph Michael S. Patague - Alternate Legal Officer
Engr. Rowena N. Pineda - Technical Officer
Engr. Michael P. Esperanza - Technical Officer
Ms. Desiree P. Quindoy - Financial Officer

BAC Secretariat
Ms. Rosario B. Tuazon - Head
Mr. Argel Joseph Bagtas - Member
Ms. Sandra Lein A. Visitacion - Member
Ms. Kimberly Abbey M. Perez - Member
Ms. Johnna N. Oliveria - Member

Prospective Bidder/s
Ms. Raquel Barbolino - Gynera Enterprises
Ms. Paulyne Agapito - Gynera Enterprises
Mr. Paul Agapito - Gynera Enterprises

A. Administrative Briefing

1. The Pre-Bid Conference for the Procurement of Primer Composition Mixing Equipment with a total ABC amounting to PhP4,000,000.00 was held on 06 June 2019, 11:00 AM at the Government Arsenal, DND, Camp General Antonio Luna, Lamao, Limay, Bataan. The Chairperson of the Bids and Awards Committee presided over the conference.

2. Only representatives from Gynera Enterprises attended the conference.

3. Ms. Quindoy, TWG I Financial Officer, presented the briefing on the bidding procedures. After which, the bidders were given the opportunity to raise their concerns. Likewise, salient points were given emphasis, to wit:
B. Issues and Concerns

- **Bidding Procedure**
  All bidders must comply with all the requirements of Eligibility and Technical Documents to proceed with the opening of the second envelope which contains the Financial Proposal. Bidder who has the Lowest Calculated Bid will be further evaluated for post-qualification to determine the responsiveness of its bid.

- **Delivery Period**
  Delivery, installation and commissioning period is within 150 calendar days from the receipt of Notice to Proceed.

- **Submission and Opening of Bids**
  The submission and Opening of Bids will be held on 20 June 2019, 11:00A.M. at the Government Arsenal, DND Camp General Antonio Luna, Lamao, Limay, Bataan.

- **Bid Submission**
  Each Bidder shall submit: One (1) original / certified true copy; and Six (6) machine copies of the first and second components of its bid except for the Omnibus Sworn Statement, Bid Security and Bid Form which must be actual original. All documents shall be properly tabbed.

- **PhilGEPS Certificate and Class A Documents**
  During bid submission, bidders may submit their Class “A” Documents to be uploaded and maintained current and updated in the PhilGEPS, or if already registered to a Platinum Membership, the Certificate of Registration and Membership shall be submitted. In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement.

- **On-going Government and Private Contracts**
  Bidders must submit all their on-going government and private contracts with Notice of Award (NOA). In the absence of on-going projects, bidders should make a statement of non-applicability.

- **Single Largest Completed Contract (SLCC)**
  Bidders should declare single largest completed contract within five (5) years from the date of submission that is similar to the contract to be bid and the value must be at least 50% of the ABC.

  Similar contracts shall refer to fabrication or supply of production equipment.

- **Conformity with Technical Specifications**
  Bidders shall submit Brochure or drawing of heating equipment. *(subject for Supplemental / Bid Bulletin)*

- **Financial Component**
  It contains the Financial Bid Form which includes bid prices and the applicable Price Schedules. The Bid Validity is valid until one hundred twenty (120) calendar days from the date of opening of bids.

- **Statement of Compliance**
  All specification parameters must state the word “Comply”.

• **Grouping and Evaluation of Bids**
  Award for the project is per lot.

• **Post – Qualification (PQ)**
  The BAC will send a letter to the Lowest / Single Calculated Bidder enumerating the post-qualification requirements to be submitted.

• **Terms of Payment**

  For local manufacturer or supplier:

  Payment of ninety-five percent (95%) shall be made thru Check / Disbursement Voucher (DV) upon delivery, installation, commissioning and acceptance at the Government Arsenal and presentation of Certificate of Acceptance Inspection.

  The remaining five percent (5%) shall be retained to cover warranty obligations, to be released only after one (1) year or upon submission of an equivalent special bank guarantee and upon presentation of the Certificate of Final Acceptance Inspection.

  4. The TWG I proceeded with the presentation of the technical specifications. The bidder was given the opportunity to raise his concerns. Said bidder was requesting to allow him to take pictures or video of the equipment if ever the project will be awarded to them. C, BAC replied that she would seek clearance first from the Director, GA.

  5. Having no other matters to discuss, C, BAC adjourned the meeting at 11:20AM.

Prepared by:

SANDRA LEIN A. VISITACION
Secretariat

Noted by:

MS. TERESITA L. VITUG
Chairperson, GA - BAC