Present were:

Bids and Awards Committee
Ms. Teresita L. Vitug - Chairperson
Ms. Avelina C. Aliangan - Vice-Chairperson
Ms. Amelita Q. Omadto - Member
Engr. Jopari P. Noceda - Member

Technical Working Group
Atty. Abegail C. Gabriel - 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. Kimberly Abbey M. Perez - Member
Ms. Johnna N. Oliveria - Member

Prospective Bidders
Ms. Cherry Pie Barablad - Holistic Marketing Services
Communication Firm Corp.
Ms. Lerisa Dausin - Holistic Marketing Services
Communication Firm Corp.

A. Administrative Briefing

1. The Pre-Bid Conference for the Procurement of Trinitroresorcin (TNR) with an ABC amounting to PhP3,314,850.00 was held on 29 July 2019, 10:00A.M. at the Government Arsenal, DND Conference Room, Camp General Antonio Luna, Lamao, Limay, Bataan. The Chairperson of the Bids and Awards Committee presided over the conference.

2. Two representatives from Holistic Marketing Services Communication Firm Corp. attended the conference.

3. Atty. Abegail, presented the briefing and discussed the salient features of the bidding documents. After which, the bidders were given the opportunity to raise their queries and comments as shown below:
B. Briefing

- **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. All financial bids will be further evaluated for determination of the Lowest Calculated Bid and conduct of post-qualification.

- **Submission and Opening of Bids**
  
  The submission and Opening of Bids will be held on 12 August 2019, 11:00A.M. at the Government Arsenal, DND Camp General Antonio Luna, Lamac, Limay, Bataan.

  Moreover, the committee clarified that the bidders may submit their sealed Eligibility, Technical and Financial proposal on or before the date of the Bid Opening.

- **Language of the Bid**
  
  All documents should be in English or if in other foreign language, it shall be translated and must be duly authenticated.

- **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 state 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 25% of the ABC.

  Similar contracts shall refer to the manufacture or supply of trinitroresorcine (TNR).

- **NFCC Computation**
  
  The bidder’s NFCC is based on its statement of all on-going contracts and audited financial statement. In case of JV, the partner which will submit the computation of the NFCC shall also be the one which will submit the Audited Financial Statements and Statement of all on-going contracts.

  If the 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.
• Joint Venture Agreement (JVA)
  All partners to the joint venture shall be jointly and severally liable to the 
  Procuring Entity. Both parties shall submit the legal requirements and anyone of 
  the partners may submit the other requirements.

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

• Statement of Compliance
  All specification parameters must be complied.

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

• Taxes and Duties
  For local representative / supplier with foreign manufacturer, customs 
  duties and taxes on the importation of the subject goods shall be for the account of 
  the GA as consignee.

• Post – Qualification (PQ)
  The BAC will notify the Lowest / Single Calculated Bidder regarding the post- 
  qualification requirements to be submitted within 5 days from receipt of said notice.

• Terms of Payment
  The terms of payment shall be as follows:

  A. For foreign manufacturer or supplier:
     Payment of ninety five percent (95%) upon delivery shall be made thru 
     Letter of Credit (LC) after delivery at the Government Arsenal and upon 
     presentation of shipping documents and Advice of Payment duly signed by 
     the Director, GA

     The remaining five percent (5%) shall be retained to cover warranty 
     obligations, to be released after three (3) months upon presentation of the 
     Certificate of Final Acceptance Inspection and Advice of Payment duly 
     signed by the Director, Government Arsenal or upon submission of an 
     equivalent special bank guarantee.

     All charges for the opening of LC and/or incidental expenses thereto 
     (i.e. bank commission, documentary stamp, tax, cable, etc.) shall be for 
     the account of the supplier.

  B. For local manufacturer or supplier:
     Payment of ninety-five percent (95%) upon delivery shall be made 
     thru Check / Disbursement Voucher (DV) after delivery and acceptance at 
     the Government Arsenal.

     The remaining five percent (5%) shall be retained to cover warranty 
     obligations, to be released only after three (3) months or upon submission 
     of an equivalent special bank guarantee.
• **Implementation of Cash-based Budgeting**

Contracts intended to be implemented for the fiscal year should be fully delivered by the end of the fiscal year. This means that agencies and suppliers must complete (implemented, delivered and accepted) their contracts by the end of 2019, regardless of possible delays.

• **Supplemental Bid Bulletin**

Should there be any modifications on the bid documents and technical specifications, a Supplemental Bulletin shall be issued.

C. Other concerns / queries

C, BAC asked the representative from Holistic Marketing Services Communication Firm Corp. if they already had an experienced supplying Trinitroresorcinol (TNR) to other companies. Holistic's representative replied that they had experienced attending but did not continue in the bidding.

4. Having no other matters to discuss, C, BAC adjourned the meeting at 10:40AM.

Prepared by:

JOHNNAA N. OLIVERIA
Secretariat

Noted by:

MS. TERESITA L. VITUG
Chairperson, GA - BAC