MINUTES OF THE PREBID CONFERENCE

Procurement of Production and Maintenance Supplies
(IB# GA-BAC-2020-IA-01)
November 21, 2019 10:00 A.M.

Present were:

**Bids and Awards Committee**
Ms. Teresita L. Vitug - Chairperson
Ms. Avelina C. Aliangan - Member
Ms. Amelia Q. Osmadto - Member
Engr. Jopari P. Noceda - Member
Mr. Rodelio Quindoy - End-user / Provisional Member
Engr. Gorgette Aranas - End-user / Provisional Member

**Technical Working Group III**
Engr. Kathleen Donnah P. Reotutar - Chairperson
Ms. Wilma M. Espino - Financial Officer
Mr. Florencio R. Cruz - Technical Officer
Engr. Rowena N. Pineda - Technical Officer
Engr. Allan John G. Lumibao - Technical Officer
Engr. Ulyses D. Reyes - Technical Officer
Engr. Mark Alfred F. Mungcal - Technical Officer

**BAC Secretariat**
Ms. Rosario B. Tuazon - Head
Ms. Willabelle S. Bulan - Member
Mr. Arnel Joseph Bagtas - Member
Ms. Johnna N. Oliveria - Member

**Prospective Bidder/s**
Mr. Joseph Reside - Techline, Inc.
Ms. Nelsa Amoto - Techline, Inc.
Mr. Jayson Rocela - Uptown Industrial Sales, Inc.

1. The Pre-Bid Conference for the Procurement of Production and Maintenance Supplies with an ABC amounting to PhP5,886,865.00 was held on 21 November 2019, 10:00 AM at the Government Arsenal, DND, Conference Room, Camp General Antonio Luna, Limay, Bataan. The Chairperson of the Bids and Awards Committee (C, BAC) presided over the conference.

2. C, BAC called to order the conference. Two (2) prospective bidders, namely: Techline, Inc. and Uptown Industrial Sales, Inc. attended the conference.

3. Engr. Pineda presented the briefing on the bidding procedures wherein the bidders were given the opportunity to raise their concerns as shown below. Likewise, salient points were given emphasis, to wit:

   - **Eligibility Requirements**
     Bidders may submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership (with Annex/es forming part of the Certificate) in lieu of their uploaded file of Class "A" Documents, or a combination thereof. 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 to be submitted in accordance with Section 34.2 of the IRR.

Mr. Reside, representative of Techline, Inc., asked the committee if they may submit Class "A" Documents during the opening of bids. C, BAC answered Techline that they may submit; as such, PhilGEPS Certificate of Registration shall be submitted during Post-Qualification.

- **Statement of all on-going contracts**
  Statement of the prospective bidder of all its 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.

  In the absence of on-going projects, state non-applicability.

- **Statement of SLCC**
  Statement of the prospective bidder of at least one single largest completed contract within 5 years from the date of submission and receipt of bids that is similar to the contract to be bid whose value must be at least 25% of the ABC.

  or

  A statement of at least two (2) completed similar contracts and the aggregate contract awards should be equivalent to at least 25% of the ABC and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

  For this purpose, similar contracts shall refer to manufacture and/or supply of production, maintenance and accessories, refrigeration and air conditioning supplies.

- **Grouping and Evaluation**
  Each item to be evaluated and compared with other bids separately and recommended for contract award separately.

- **Schedule of Requirements**
  Within sixty (60) calendar days from the receipt of Notice to Proceed (NTP)

  Mr. Reside requested to extend the delivery period up to ninety (90) calendar days as some of the items to be bid need fabrication. C, BAC asked the bidder if Techline itself is the fabricator of the items. Mr. Reside responded that they will fabricate all those items and that 60 calendar days delivery period is not enough. The committee allowed the extension on delivery period, however, subject to the issuance of the bid bulletin.

- **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.

4. C, BAC asked the bidders if they have other queries on the bidding procedures and items to be bid. Both bidders responded that they have no more queries.

5. C, BAC reiterated to the bidders that the committee shall issue bid bulletin for any amendments on the bidding document.

6. Having no other matters to discuss, C, BAC adjourned the meeting at 10:30 A.M.

Prepared by:

__________________________
ARGEL JOSEPH BAGTAS
Secretariat

Noted by:

__________________________
MS. TERESITA L. VITUG
Chairperson, GA - BAC
# GOVERNMENT ARSENAL

## DEPARTMENT OF NATIONAL DEFENSE

### PRE-BID CONFERENCE

Production and Maintenance Supplies

**GA-BAC-2020-IA-01**

**BAC / TWG III / SEC**

**Attendance Sheet**

Government Arsenal, DND

Camp General Antonio Luna, Lammao, Limay, Bataan

**November 21, 2019**  **10:00 A.M.**

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<td>MS. MARICRIS S. RUIZ</td>
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GOVERNMENT ARSENAL
DEPARTMENT OF NATIONAL DEFENSE

PRE-BID CONFERENCE

Production and Maintenance Supplies

IB No. GA-BAC-2020-IA-01

BIDDERS

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Government Arsenal, DND
Camp General Antonio Luna, Laoag, Ilocos, Bataan
November 21, 2019 10:00 A.M

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<tbody>
<tr>
<td>JOSEPH RESIDE</td>
<td>TECHLINE INC.</td>
<td>09985883690</td>
<td><a href="mailto:joseph.reside@techline.com.ph">joseph.reside@techline.com.ph</a></td>
<td></td>
</tr>
<tr>
<td>NELSA AMOTO</td>
<td>TECHLINE INC.</td>
<td>09985883687</td>
<td><a href="mailto:nelsa.amoto@techline.com.ph">nelsa.amoto@techline.com.ph</a></td>
<td></td>
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<tr>
<td>Jayson Rocela</td>
<td>UPTOWN</td>
<td>0917728254</td>
<td><a href="mailto:lptown@yopemail.com.yp">lptown@yopemail.com.yp</a></td>
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