



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound  
Camp General Emilio Aguinaldo  
Quezon City

## **BIDS AND AWARDS COMMITTEE**

### **MINUTES OF THE MEETING**

08 November 2019, Friday 10:00 AM  
LAD Conference Room

#### **1.0 ATTENDANCE**

##### **Bids and Awards Committee**

MR. FERDINAND C. PALOR	-	Vice-Chairperson
MS. KATHERINE T. ARROJO	-	Regular Member
MS. MELINDA I. LUNA	-	Regular Member
ENGR. VALERICO C. LIM III, MNSA	-	Regular Member

##### **BAC TWG**

ATTY. BRIAN JAMES C. CUEVAS	-	Head and Legal Officer
MS. JASMIN A. BAITO	-	Technical Support Personnel
MR. JOHN PAUL Q. NESPEROS	-	Technical Support Personnel
MS. MARIGRACE G. MANAHAN	-	Administrative Aide

##### **BAC SECRETARIAT**

ENGR. DIOMEDES C. PALOR	-	Head
MR. ELMER G. BUNAG	-	Assistant Head
MS. MILAGROS P. PUNZALAN	-	Stenographer
MS. JOSEPHINE P. DELOS REYES	-	Administrative Assistant
MS. HANNAH MAE P. CAMARINES	-	Administrative Assistant

##### **REQUESTED TO ATTEND**

COL. AGERICO G. AMAGNA III PAF (RET)	-	VMHD Representative
MR. JEFFREY JOHN SALCEDO	-	GSSMD Representative
MS. FENINA B. LISON	-	LAD Representative

##### **OTHER ATTENDEES**

MS. CARMELITA TAN GATUE	-	ATLAS SUPER FLAGS
MS. GREGORY D. TAN GAUTE	-	ATLAS SUPER FLAGS
MR. JOHN PATRICK P. RAQUID	-	JOHN PATRICK ENTERPRISES

#### **2.0 CALL TO ORDER**

The presiding Officer, BAC Vice-Chairperson called the meeting to order at 10:00 AM.

The Asst. Head, BAC Sec confirmed that there is a quorum.

### 3.0 AGENDA

Pre-Bid Conference for the Supply and Delivery of Philippine Flag, Flag Box and Indoor Ceremonial Flag Set with an ABC of P 1,523,000.00.

### 4.0 KEYPOINTS OF DISCUSSION

#### PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY OF PHILIPPINE FLAG, FLAG BOX AND INDOOR CEREMONIAL FLAG SET WITH AN ABC OF P 1,523,000.000.00.

The presiding Officer, BAC Vice-Chairperson opened the Pre-Bid Conference for the Supply and Delivery of Philippine Flag, Flag Box and Indoor Ceremonial Flag and explained that the Pre-Bid Conference was held to clarify and explain the requirements, terms, conditions and specifications stipulated in the PBDs.

BAC Vice-Chairperson informed the prospective bidders that should there be a need to issue a supplemental/bid bulletin for any issue that would arise from the pre-bid conference; the PVAO BAC shall do so accordingly.

BAC Vice-Chairperson informed the participants that the Asst. Head, BAC Sec will be discussing the basic requirements and details of the procurement and to be followed by the BAC TWG to discuss the details of the technical specifications and schedule of requirements and advised the prospective bidders to feel free to ask questions at any point of the briefing.

Asst. Head, BAC Sec started by introducing the following prospective bidders who choose to attend the pre-bid conference, namely:

COMPANY	REPRESENTATIVE
1. ATLAS SUPER FLAGS	Ms. Carmelita Tan Gaute Mr. Gregory D. Tan Gaute
2. JOHN PATRICK P. RAQUID	Mr. John Patrick P. Raquid

Asst. Head, BAC Sec informed the Committee that the invited representative from Commission on Audit (COA) and observers from Volunteer Against Crime and Corruption (VACC) and Philippine Chamber of Commerce and Industry (PCCI) were invited but were not able to attend and participate in the proceedings.

Asst. Head, BAC Sec started the discussion on the basic requirements with the presentation of the project a) Identification, b) Initial Steps conducted in the bidding process and 3) Details on the submission and opening of bids.

#### Project Identification

Purchaser (or Employer) Name Address	Philippine Veterans Affairs Office Camp Gen. Emilio Aguinaldo, Quezon City
1.2 Name of the Project	<b>Supply and Delivery of Philippine Flag, Flag Box and Indoor Ceremonial Flag Set</b>
1.3 Location of the Project	PVAO Compound, Camp Gen. Emilio Aguinaldo, QCity
1.4 ABC	<b>One Million Five Hundred Twenty Three Thousand Pesos (P 1,523,000.00)</b>
1.5 Method of Procurement	Public Bidding

#### Initial steps conducted in the bidding process

2.1 Invitation to Apply for Eligibility and to Bid Date of PhilCEFS Posting	31 Oct 2019
--	-------------

2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	31 Oct 2019 to 22 Nov 2019 N/A
2.3 Amendments to Bidding Docs, if any List all issue dates	None
2.4 Pre-Bid Conference, if any Date of Conference	08 Nov 2019 ; 10:00 AM
2.5 List of Observers Commission on Audit – Auditor Melinda S. Torio  Volunteer Against Crime & Corruption – Mr. Dante Jimenez Philippine Chamber of Commerce and Industry – Mr. George T. Barcelon	Date Received: 10/31/2019 Sent personally Date Received: 10/31/2019 Sent thru email Date Received: 10/31/2019 Sent thru email

**Details on the submission and opening of bids.**

3.1 Bid Submission Deadline Original date, time Extensions, if any	22 Nov 2019 ; 10:00 AM None
3.2 Bid Opening date, time	22 Nov 2019; 10:01 AM
3.3 Number of bids submitted	
3.4 RFQ validity Period (days/weeks) Originally specified  Extensions/Revisions, if any	Bids shall be valid One Hundred Twenty (120) calendar days from bid opening None

One of the member of BAC TWG followed, by discussing the eligibility requirements, technical and financial components of the contract to be bid.

Based on the clarifications and questions raised by the prospective bidders, the following are the amendments to the bidding documents and will be formalized through the issuance of a Supplemental Bid Bulletin.

**SPECIAL CONDITIONS OF THE CONTRACT**

REFERENCE/ISSUES	AMENDMENT/CLARIFICATION
<b>Bid Data Sheet</b>  <b>ITB Clause 29.2</b>  Only tax returns filed through the Electronic Filing and Payments System (EFPS) will be allowed.  NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.  <i>Note: Lowest Calculated Bid (LCB) shall submit sample of the flag being offered and a Certificate issued by NHCP &amp; ITDT/PTRI that sample is in accordance and is in conformity to the government standards.</i>	<b>Bid Data Sheet</b>  <b>ITB Clause 29.2</b>  Only tax returns filed through the Electronic Filing and Payments System (EFPS) will be allowed.  The latest income and business tax returns are those within the last six months preceding the date of bid submission.  Note: Lowest Calculated bid (LCB) shall submit the following:  <b>Lot 1:</b> One (1) prototype/sample of Flag Boxes with Gold Stamping (for 3x6 Flag Cotton)  One (1) prototype/sample of Flag Boxes with Gold Stamping (for 5x10 Flag )

	<p><b>Lot 2</b></p> <p>One (1) prototype/sample of Philippine National Flag (3x6) - Cotton  One (1) prototype/sample of Philippine National Flag (5x10) - Cotton</p> <p>One (1) prototype/sample of Philippine National Flag (5x10) – Polyester</p> <p>A certificate issued by NHCP that sample is in accordance and is in conformity to government standars. Further, if the submitted samples are not compliant it would be subject for disqualification.</p>
<p><b>Section VII. Technical Specifications</b></p> <p>Evidence of Compliance</p> <p><b>Lot 1:</b> Purchase Order or equivalent documents</p> <p>To be attached to the original eligibility/technical envelope</p> <p><b>Lot 2:</b> Purchase Order or equivalent documents</p> <p>To be attached to the original eligibility/technical envelope</p> <p>Certificate of Accreditation from NHCP</p> <p>To be attached to the original eligibility/technical envelope</p> <p><b>Lot 3:</b> Purchase Order or equivalent documents</p> <p>To be attached to the original eligibility/technical envelope</p> <p>Certificate of Accreditation from NHCP</p> <p>To be attached to the original eligibility/technical envelope</p>	<p><b>Section VII. Technical Specifications</b></p> <p>Evidence of Compliance</p> <p><b>Lot 1:</b> Sample to be submitted during Post-Qualification</p> <p><b>Lot 2:</b> Sample to be submitted during Post-Qualification</p> <p>Certificate of Accreditation from NHCP</p> <p>To be attached to the original eligibility/technical envelope</p> <p><b>Lot 3:</b> Purchase Order or equivalent documents</p> <p>To be attached to the original eligibility/technical envelope</p> <p>Certificate of Accreditation from NHCP</p> <p>To be attached to the original eligibility/technical envelope</p> <p><b>Note: Please use the attached amended form.</b></p>


BAC Vice-Chairperson informed the prospective bidders that any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental Bid/Bulletin.

Asst. Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2<sup>nd</sup> floor of Building No. 4, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City and the opening of bids will at the PVAO LAD Conference Room and official time for the deadline of submission of bids is the Philippine Standard Time (PST).


**5.0 ADJOURNMENT**

There being no matter to discuss, the BAC Vice-Chairperson terminated the Pre-Bid Conference at 11:00AM

Transcribed by:

  
**MILAGROS P. PUNZALAN**  
Stenographer

Reviiewed and Noted by:

  
**MR. ELMER G. BUNAG**  
Asst. Head, BAC Secretariat

Approved by:

  
**MR. FERDINAND C. PALOR**  
Vice-Chairperson