



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

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

07 November 2019, Thursday 1:30PM
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

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

MS. FENINA B. LISON	-	LAD Representative
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OTHER ATTENDEES

MS. SHIELLA G. PAJARILLO	-	MMP Awards Specialist
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2.0 CALL TO ORDER

The presiding Officer, BAC Vice-Chairperson called the meeting to order at 1:30 PM.

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

3.0 AGENDA

Pre-Bid Conference for the Supply and Delivery of Plaques and Medallions for CY 2020 with an ABC of P 1,293,500.00.

4.0 KEYPOINTS OF DISCUSSION

PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY OF PLAQUES AND MEDALLIONS FOR CY 2020 WITH AN ABC OF P 1,293,500.00.

The presiding Officer, BAC Vice-Chairperson opened the Pre-Bid Conference for the Supply and Delivery of Plaques and Medallions for CY 2020 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 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.

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

COMPANY	REPRESENTATIVE
1. MMP AWARDS SPECIALIST	Ms. Shiella G. Pajarillo

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.

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	Supply and Delivery of Plaques and Medallions for CY 2020 (Subject to Ordering Agreement)
1.3 Location of the Project	PVAO Compound, Camp Gen. Emilio Aguinaldo, QCity
1.4 ABC	One Million Two Hundred Ninety ThreeThousand Five Hundred Ninety-Seven Pesos (P 1,293,500.00)
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 PhilGEPS Posting Date of Website Posting Date of Posting at Conspicuous Place	23 Oct 2019 23 Oct 2019 23 Oct 2019
2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	23 Oct 2019 to 20 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	07 Nov 2019 ; 1:30 PM
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: 10/24/2019 Sent personally Date Received: 10/24/2019 Sent thru email Date Received: 10/24/2019 Sent thru email

Details on the submission and opening of bids.

3.1 Bid Submission Deadline Original date, time Extensions, if any	20 Nov 2019 ; 1:30 PM None
3.2 Bid Opening date, time	20 Nov 2019; 1:31 PM
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

Head of the 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
Invitation to Bid Telephone No. 912-4649/401-2058	Invitation to Bid Telephone No. 8912-4649/8401-2058
Bid Data Sheet Telephone No. 912-4649/401-2058	Bid Data Sheet Telephone No. 8912-4649/8401-2058
SCC GCC Clause 5.1 Telephone No. 913-4306	SCC GCC Clause 5.1 Telephone No. 8913-4306
Invitation to Bid 7. Bids must be duly received by the BAC Secretariat at the address below on or before 07 November 2019 at 1:30AM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.	Invitation to Bid 7. Bids must be duly received by the BAC Secretariat at the address below on or before 20 November 2019 at 1:30AM . All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.
Bid Data Sheet ITB Clause 29.2 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.	Bid Data Sheet ITB Clause 29.2 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 a samples of Plaques and Medallion for a purpose of Post-Qualification if the same are compliant with the requirements. Further, if the submitted samples are not compliant it would be subject for disqualification.

List of samples to be submitted:

1. One (1) prototype/sample of Acrylic Plaque "Sandwich" with Hard Carton Box
2. One (1) prototype/sample of Plaque, Acrylic with box
3. One (1) prorotype/sample of Scroll Plaque with box
4. One (1) prototype/sample of Acrylic Medallion with box

Note: Lowest Calculated Bid (LCB) shall submit a samples of Plaques and Medallion for a purpose of Post-Qualification if the same are compliant with the requirements. Further, if the submitted samples are not compliant it would be subject for disqualification.

List of samples to be submitted:

1. One (1) prototype/sample of Acrylic Plaque "Sandwich" with Hard Carton Box
2. One (1) prototype/sample of Wooden Plaque, with box
3. One (1) prorotype/sample of PlaqueAcrylic with box
4. One (1) prototype/sample of Scroll Plaque with box
5. One (1) prototype/sample of Acrylic Medallion with box

Section VII. Technical Specifications

Evidence of Compliance:

Items 1 to 5: Picture of actual sample of previously produced Plaques with corresponding Purchase Order or equivalent documents

Items 6 to 7: Picture of actual sample of previously produced Medallion with corresponding Purchase Order or equivalent documents

To be attached to the original eligibility/technical envelope.

Section VII. Technical Specifications

Evidence of Compliance:

Items 1 to 7: Please refer to the amended Bid Data Sheet, ITB Clause 29.2 for the list of Sample to be submitted during Post-Qualification

Note: Please use the attached amended forms.

Section VII. Technical Specifications

Item 1: No carton box specification

Section VII. Technical Specifications

Item 1:

Carton Box Specification:

Box: 2.5" x 2.5" 13.25" x 10" high with cover

Cover: 2.55" x 2.55" x 13.30" x 4" high

Shape: Rectangular

Material: Cardboard Box

Material Thickness: 2mm

Color: Royal Blue

Please see attached design

Item 2: Packaging: Each plaque shall be placed in a transparent (cellophane) bag. The open end of the bag shall be folded and closed with transparent tape packed individually in a carton.

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Item 3: No carton box specification

Item 3: Carton Box Specification:

Box: 3" x 6.5" x 8.5" high with cover

Shape: Rectangular

Material: Cardboard Box

Material Thickness: 2mm

Color: Royal Blue

Please see attached design

<p>Item 4: No carton box specification</p>	<p>Item 4: Carton Box Specification: Box: 8.25" x 9.75" x 2" high with cover Cover: 1" high Shape: Rectangular Material: Cardboard Box Material Thickness: 2mm Color: Royal Blue</p> <p>Please see attached design</p>
<p>Item 5: No carton box specification</p>	<p>Item 5: Carton Box Specification: Box: 8.25" x 9.75" x 2" high with cover Cover: 1" high Shape: Rectangular Material: Cardboard Box Material Thickness: 2mm Color: Royal Blue</p> <p>Please see attached design</p>
<p>Item 6: No carton box specification</p>	<p>Item 6: Carton Box Specification: Shape: Rectangle Box: 4" x 7.5" x 1.5" high with cover Cover: 1.25 high Shape: Rectangular Material: Cardboard Box Material Thickness: 2mm Color: Royal Blue</p> <p>Please see attached design</p>
<p>Item 7: No carton box specification</p>	<p>Item 7: Carton Box Specification: Shape: Rectangle Box: 4" x 7.5" x 1.5" high with cover Cover: 1.25" high Shape: Rectangular Material: Cardboard Box Material Thickness: 2mm Color: Royal Blue</p> <p>Please see attached design</p> <p>Note: Please use the attached amended forms.</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.

Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2nd 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 2:45PM.

Transcribed by:


MILAGROS P. PUNZALAN
Stenographer

Reviewed and Noted by:


ENGR. DIOMEDES C. PALOR
Head, BAC Secretariat

Approved by:


MR. FERDINAND C. PALOR
Vice-Chairperson