

**Minutes of the Meeting: Pre-Bid Conference**  
**Purchase and Delivery of Personal Protective Supplies for DSWD-CAR Staff – CY 2021**  
**ITB 2021-DSWD-12**  
**March 02, 2021**

**Attendance**

**BAC Members and Secretariat:**

**Rina Claire L. Reyes**, *Vice-Chairperson (via Video Teleconference)*  
**Kathleen Glory C. David**, *End-User (via Video Teleconference)*  
**Mary Melodee Anne C. Anipew**, *Technical Expert (via Video Teleconference)*  
**Victor U. Bomowey**, *Head – BAC Secretariat (via Video Teleconference)*  
**Kenneth Duane K. Pugoy**, *BAC Secretariat (via Video Teleconference)*

**Technical Working Group (TWG)**

**Lovely B. Genove**, *PSAMS*  
**Leonila G. Lapada**, *Procurement Section*

**Observers:**

**Jacob Apalla**, *COA Audit Team Member (via Video Teleconference)*

**Prospective Bidder/s:**

**Vince Pajarillaga**, *L. Victoria Trading, Protective Supplies*  
**Ariane Lalaine Lopez**, *Prime Essentials Manufacturing and Trading Company*  
**Disiree Gorospe**, *Steritex Medical System*  
**Marie Mendoza**, *Mendo Enterprises*

**Highlights of the Meeting:**

The Bid Opening was called to order by **Ms. Rina Claire L. Reyes**, Vice Chairperson, Bids and Awards Committee (BAC) at 10:00AM for the **project, Purchase and Delivery of Personal Protective Supplies for DSWD-CAR Staff – CY 2021 with an Approved Budget for the Contract amounting to Two Million Fifty-Five Thousand Nine Hundred Fifty-Five Pesos Only (Php 2,055,955.00)**. The activity was attended through Video Teleconference by the members of the Bids and Awards Committee (BAC) and its secretariat, observers, Technical Working Group and prospective bidders.

The BAC Secretariat presented the bid documents to the prospective bidders and highlights of the discussion were reflected in the preceding table:

Part of Bidding Documents	Issue/s raised	Remarks/Agreement
<p><b>Invitation to Bid provision # 5</b>, “A complete set of Bidding Documents may be acquired by interested Bidders on February 22, 2021 to 9:00 AM of March 15, 2021 from the given address and website(s) below and <b><u>upon payment at the Cash Section</u></b> of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, the amount to be paid shall be Php 5,000.00.”</p>	<p>The question of Mr. Pajarillaga was whether the bidders are allowed to pay the bidding documents through bank to bank transactions or deposit slip.</p>	<p>It was agreed that the Procuring Entity will consult first the Financial Management Division or Cash Section regarding the consideration of said mode of payment. The result thereof will form part of the bid bulletin to be issued by the Procuring Entity.</p>
<p>Eligibility Requirements</p>	<p>The representative from Mendo Enterprises inquired if whether the bidders are required to secure an License to Operate (LTO).</p>	<p>The End-User responded that the said document was not necessary anymore because only the minimum requirements were prescribed.</p>
<p><b>Invitation to Bid provision # 7</b> “Bids must be duly received by the BAC Secretariat and <b><u>personally submitted by the bidder/bidder’s representative</u></b> at the office address indicated below on or before 9:00AM (PST) of March 15, 2021. Late bids shall not be accepted.”</p>	<p>The representative from <i>L. Victoria Trading, Protective Supplies</i> asked if whether the bidders are allowed to submit their bid documents through courier service.</p>	<p>The BAC agreed to allow the submission of bid documents through courier services. However, it was clarified that in case the courier service provider causes the late submission of said bidding documents, the Procuring Entity shall still consider such as late submission.</p>
<p>Submission of bidding documents during the Procuring Entity’s non-working-day or non-working-hour.</p>	<p>The representative from <i>Prime Essentials Manufacturing and Trading Company</i> inquired on what will be the treatment if their</p>	<p>The BAC informed the bidders that the latter may let their bidding documents to be received by the Procuring Entity’s</p>

	bidding documents will arrive on the Procuring Entity's premises during Saturday, Sunday or Holidays	security guard that is on-duty on that particular day. Further, the bidders were instructed that the receipt thereof should be properly document.
Clarification on the technical specification of Face Shield pertaining to "frame type"	The representative from <i>L. Victoria Trading, Protective Supplies</i> clarified the meaning of "frame type".	It was clarified to bidders that the specification of "frame type" pertains to the frames that are similar to eyeglasses.
Clarification if whether the foam type face shield is likewise to be considered on the specifications prescribed for face shield.	The representative from Steritex Medical System inquired if whether the foam type face shield is likewise to be considered on the specifications prescribed for face shield. This is having that such type was considered as medical grade type of face shield.	It was clarified to the bidders that only the frame type face shield are considered for the bidding at hand. This is given that the DSWD-CAR staff does not prefer the foam type face shield because moisture to its surface usually occurs.
Assistance of the Procuring Entity in easing up the travel restriction in case delivery of goods for the prospective contract.	The representative from <i>L. Victoria Trading, Protective Supplies</i> inquired if whether the Procuring Entity will render assistance in the easing up of entry of delivery by supplier considering travel restrictions.	It was relayed to bidders that the Procuring Entity's assistance in easing up entry due to the travel restrictions were not necessary anymore. It will be the duty of the winning bidder to deliver the concerned goods on prescribed delivery schedule. Bidders are advised to visit Baguio City Website for more information.
Re-scheduling of bid opening.	Since the date of bid opening may have a conflict with the scheduled Flag Raising Ceremony, it was raised that whether the BAC are available on the	It was agreed that the bid opening will be moved from 9:30am to 10:30am of the same day.

	originally scheduled bid opening.	
--	-----------------------------------	--

Having no more issues to discuss, the meeting ended at 11:36 AM.

Prepared by:

  
**KENNETH DUANE K. PUGOY**  
BAC Secretariat

Noted by:

  
**RINA CLAIRE L. REYES**  
Vice Chairperson, BAC