

**MINUTES ON THE PRE-BIDDING CONFERENCE: FOR THE PURCHASE OF THREE (3)
UNITS MECHANICAL FILE COMPACTOR (ITB NO. 2018-DSWD-CAR-12)**

Present were:**Bids and Awards Committee**

Ronilo R. Flores	- BAC Alternate Vice Chairperson
Arnold D. Lartec	- Alternate Regular Member
Angel C. Bagayao	- Provisional Member (Technical Expert)

Procurement Section Staff

Peachy May M. Verzola	- BAC Secretariat Head
Lovely G. Bulauan	- BAC Secretariat Staff
Emerson B. Del Rosario	- BAC Secretariat Staff

Prospective Bidders

Purificacion Cabagay	- Representative – 168 Paragon International General Contractor & Equipments
Edison Sales	- Representative – Dustech Corp.
Delmer Ebueza	- Representative – Progress Home and Office Furnishing
Sheryl Lanon and Monnete Chavez	- Representatives – JECAMS Inc.
Caleb Lo	- Representative – Starbright Office Depot
Ramon Baquiran	- Representative – Design Excellence

Observers

None

Business Matters:

The meeting was called to order around 3:20 pm of October 24, 2018 by the BAC Alternate Vice Chairperson as the presiding officer at the Office of the Assistant Regional Director for Administration with the BAC Secretariat facilitating. The meeting was for the pre-bidding conference of the **PURCHASE OF THREE (3) UNITS OF MECHANICAL FILE COMPACTOR (ITB NO. 2018-DSWD-CAR-12)** with an Approved Budget for the Contract (ABC) of One Million Two Hundred Thousand Pesos (₱1,200,000.00). Aforementioned conference was attended by the BAC Members including its Secretariat and bidders' representative. Observers were informed but no one was able to attend.

The conference started by a brief introduction and acknowledgement of all that were present, (BAC Members, its Secretariat and the prospective bidder's representative). After that, Sir Ronilo R. Flores proceeded in presenting to the body the Invitation to Bid and the Bid Data Sheet. Then, Ma'am Lovely G. Bulauan presented the checklist of the documentary requirements and the seven-envelope system for the proper sealing and marking of the envelopes and tagging or labelling.

**MINUTES ON THE PRE-BIDDING CONFERENCE: FOR THE PURCHASE OF THREE (3)
UNITS MECHANICAL FILE COMPACTOR (ITB NO. 2018-DSWD-CAR-12)**

The following were the issues and concerns raised during the conference:

ISSUES/ CONCERNS RAISED	ANSWERS/ AGREEMENTS
<p><i>1. Submission of Bids and Delivery Period</i></p> <p>Sir Flores discussed the technical requirements specifically the Invitation to Bid and the checklist. Emphasis was made to some parts (e.g. Delivery Period, Place of Delivery, Schedule of Bid Submission and its Opening).</p> <p>After the discussion, Ms. Chavez asked if the office is already open at 8AM because they are planning to buy bid docs and submit on the same day of the Bid Opening.</p> <p>Furthermore, under the Delivery Period, Ms. Cabagay inquired that is it possible to make it 30 days instead of 15 days. Other bidders concurred with her and 30 days is not even enough as well since the item will be coming from abroad and is special order/ made to order. It is hard for them to deliver within the period and they asked for possible extensions.</p>	<p>M' Verzola: As early as 7:30AM, the office is already open. We just hope that the Cash section will be opened by that time also. If not, we will talk to them to make sure that all of you will be accommodated before the bid submission closes.</p> <p>S' Bagayao: I suggest that it will be the same 15 days and the bidders may accept it. If the winning bidder cannot comply with it and the item was already delayed, you may write a letter/ request for extension.</p> <p>S' Flores considered the side of the bidders and asked what are the possible period of delivery based on their previous experiences with other clients. Also, he said that there are only three months left before the year ends for the procurement processing of the project. He suggested that if possible the delivery should be within the year so that the agency will not incur payables.</p> <p>Then the bidders explained their sides and suggested other options. M' Verzola also consulted the Budget Section about the obligation period, they said that the project may be obligated within the year and the delivery period may be extended until early months of 2019. The bidder then tried negotiating and the body came up with a reasonable decision. The delivery period would be 30 calendar days and bidders may ask for possible extensions later.</p>

**MINUTES ON THE PRE-BIDDING CONFERENCE: FOR THE PURCHASE OF THREE (3)
UNITS MECHANICAL FILE COMPACTOR (ITB NO. 2018-DSWD-CAR-12)**

<p>S' Bagayao gave copies of the Specifications of the item and its surface finished. Upon discussion of it, S' Flores emphasized that the item is subject for inspection and upon inspection the item should have the same features and specifications with what the technical expert have provided.</p>	
<p>On the presentation of checklist of eligibility requirements by M' Bulauan, under Class "B" documents (Valid Joint Venture Agreement), she reiterated that if the document is not applicable the bidder should attach a piece of paper citing that the document is not applicable.</p> <p>After the discussions, S' Flores reminded the bidders with the schedule of post-qualification inquiry by the Technical Working Group, two days after the bid opening.</p>	
<p>2. Specifications of the Item</p> <p>Upon inspection of the surface finished/ picture of the item by the bidders, Mr. Sales observed that the mechanism was placed outside/ embellished from the File Compactor, which is different from the usual that it is inside the compactor.</p> <p>Mr. Ebueza: How about the moldings of each shelf? Is the measurement thicker than the standard one? Because the standard molding size is 25 mm and its height/ gap is 360 mm to 370 mm. If you insist with the 33.5 mm molding size the delivery period is not enough.</p>	<p>S' Bagayao explained that the picture was just a sample and no additional specifications was given. The purpose of it is to maximize the space.</p> <p>Mr. Sales suggested that the measurement indicated could be in range. Instead of 33.5mm, the 25 mm to 33.5 mm will suffice. It's up to the bidder on what measurement they will follow as long as it is within the range. Thus, such suggestion was agreed upon by the BAC members and all bidders as well.</p>
<p>The attachment of Warranty Certificate was also discussed and the body decided to require such from the winning bidder. Lastly, M' Verzola reiterated the time of the submission of the Bids that the time to follow is the "Biometric Time". Also, she reiterated the proper labelling, tagging and signing of envelopes of the Bid Documents.</p>	

There having no more issues to discuss, the conference was adjourned at around 4:40 PM.

Prepared by:

EMERSON B. DEL ROSARIO
 BAC Secretariat

Noted by:
 (sgd.)
RONILO R. FLORES
 BAC Alternate Vice Chairperson