

MINUTES ON THE PRE-BIDDING CONFERENCE FOR THE PURCHASE ADVOCACY MATERIALS FOR VARIOUS IDCBA ACTIVITIES AND VARIOUS ADVOCACY ACTIVITIES FOR 2020
ITB-2020-DSWD-CAR-10
February 7, 2020

Present:

BIDS AND AWARDS COMMITTEE

Enrique H. Gascon, Jr.	Chairperson
Concepcion E. Navales	Alternate Vice Chair
Edna Benitez	BAC Regular Member
Nerizza Faye Villanueva	End_user /Technical Expert
Nancy Jose	End User
Myrna Bersalona	End User
Melissa Catimo	End User
Marlo Abyado	TWG
Nely Pa-at	TWG

BAC SECRETARIAT:

Rina Claire L. Reyes	BAC Secretariat
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PROSPECTIVE BIDDERS:

Mr. Stanley Camhit,	Proprietor, MS Printing Press
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OBSERVERS

Jesse Rey Rios, MAAll

CALL TO ORDER:

The Preliminary Bidding Conference for the **Purchase of Advocacy Materials for Various IDCBA Activities and Various Advocacy Activities for FY 2020** held at the Regional Haven for Women and Girls Conference Room was called to order at 8:20 am February 7, 2020 with Mr. Enrique H. Gascon Jr., the BAC Chairperson, presiding the meeting.

BUSINESS MATTERS:

-The Invitation to Bid, the Bid Data Sheet, the Schedule of Requirements as well as the Checklist for of requirements were presented. It was emphasized that the bid should not exceed the amount of ABC per activity listed in the summary of advocacy materials.

QUERIES/CLARIFICATIONS RAISED:

ISSUES RAISED	AGREEMENTS
1. The Mr. Camhit, the prospective bidder inquired about the Single Largest Completed Contract whether he can present 2 contracts, one is under printing and the other is for advocacy materials/ collaterals as these are often separate jobs.	The BAC agreed that this can be done because similar contracts were printing and or advocacy materials
2. Mr. Camhit inquired if the award is per activity or per item indicated in the list of activities	The BAC clarified that the bid offer should take into consideration the amount of ABC per activity and not per item in the list of advocacy materials to be procured.
3. The prospective bidder also inquired if this is only one lot	The BAC Chair answered in the affirmative and this should not be subdivided into sub lots.
4. The prospective bidder also inquired whether there is a chance that the specifications might change after the award. He shared his experience with other agencies where the designs/ sizes changed because there would be a difference in the price quotations	The End- users present affirmed that more or less the designs are the same, if there would be changes these would be only minor like change in them or date but the sizes are most likely the same.
5. It was also clarified if the number of days may be extended especially for the collaterals that are to be subcontracted such as the document holders and the catcha bag.	<p>It was clarified that for this contract, 15 days will be given to the supplier to deliver the items upon submission of the final design. It was also emphasized that the supplier should submit a sample of the final item prior to running the materials for mass production for final approval.</p> <p>The BAC also mentioned that if in case there will be a need for extension, the number of days might be extended, the supplier must communicate in writing to request for extension, before the scheduled delivery date.</p>
6. The TWG inquired whether the lay out of the design does not cost additional charges	The bidder mentioned that it may be part of the quote. Lay out may be the strategy of the printing press. Mr. Stanley added that for government agencies, they usually do lay out free. But for private contracts they charge for layout and design.
7. On the tax Clearance. The prospective bidder inquired whether a tax clearance issued by the local Revenue District Office will suffice since in his experience, tax clearances were issued by the National Office of BIR and takes a long time to secure	The BAC Chair mentioned that the locally issued tax clearance will suffice.



ISSUES RAISED	AGREEMENTS
8. Finally, the bidder inquired whether the designs are the same for each activity, say for the flyer, and is it the same for all the activities.	The BAC mentioned that the designs per activity are different as there are different themes and advocacy material for each program.

The BAC Chair reminded the prospective bidder to use the Philippine Bidding Documents issued by the DSWD because there might be changes from the Philippine Bidding documents that are downloadable from the internet

Having no more issues, the meeting was adjourned at 9:15 AM

Recorded and reviewed by:

Noted by:


RINA CLAIRE L. REYES
 Supervising Administrative Officer
 Head- BAC Secretariat


ENRIQUE H. GASCON, JR.
 BAC Chairperson/OIC-ARDA