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Minutes of Pre-Bid Conference  
**Purchase of Furniture, Fixtures, Machinery, and Equipment for the use of Centers and Residential Care Facilities**  
**(ITB no. 2018-DSWD-CAR-08) 2nd Posting**

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**Attendees:**

Bids and Awards Committee

- |                       |   |                                       |
|-----------------------|---|---------------------------------------|
| Enrique H. Gascon Jr. | - | Chairperson (Presiding)               |
| Amelyn P. Cabrera     | - | Regular Member                        |
| Glyxter N. Rudio      | - | Provisional Member (Technical Expert) |
| Nelly Mason           | - | Provisional Member (End-User)         |
| Lany Lizel G. Diaz    | - | Provisional Member (Technical Expert) |
| Edna S. Benitez       | - | Provisional member (End-User)         |

Prospective Bidders

- |                     |   |   |
|---------------------|---|---|
| Delmer Ebueza       | - | Representative – Progress Home and Office Furnishings |
| Divina Gracia Buela | - | Representative – Bitsoftechnology Co.                 |

Observers

- |                  |   |              |
|------------------|---|--------------|
| Roberto B. Calub | - | COA-DSWD-CAR |
|------------------|---|--------------|

Secretariat

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| Anna Pamela B. Baguilat | - | OIC Head, Procurement Section |
| Peachy May M. Verzola   | - | Member                        |
| Lily Grace Versoza      | - | Member                        |
| Francisca Bulaga        | - | Member                        |
| Emerson B. Del Rosario  | - | Member                        |

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**Business Matters:**

The meeting was called to order at 10:00 at in the morning of August 28, 2018 by the BAC Chairperson as the presiding officer at the Office of the Assistant Regional Director for Administration. The meeting was for the Pre-Bid conference of the **Purchase of Furniture, Fixtures, Machinery and Equipment for the use of Centers and Residential Care Facilities (ITB no.: 2018-DSWD-CAR-08) 2nd Posting** with an Approved Budget for the Contract of Php 2,324,094.00. Said meeting was attended by the BAC Members including its Secretariat, bidders' representatives, and the Resident Auditor Mr. Robert Calub as observer.

Brief introduction of the BAC Members and its Secretariat was done as well as the acknowledgement of the bidders' representatives. This was followed by the presentation of the Invitation to Bid, the Bid Data Sheet, and the technical specifications by Mr. Enrique H. Gascon, Jr. Likewise, he showed the proper sealing and marking of the envelopes and tagging/labelling as well. Mr. Gascon reiterated that the bid envelopes should be properly tabbed for easy checking of the availability of documents.

Below is the list of issues, concerns, and other emphasis that were raised during the conference:

<b>Question/ Clarifications/ Presentation</b>	<b>Emphasis/ Answer/ Agreement</b>
<b>Bid Data Sheet:</b>	
Under the statement on the Similar contracts, Mr. Chairperson said that <i>at least</i> fifty (50) percent of the project should really be pertaining to furnitures and fixtures to be considered as similar contracts for this project.	
Mr. Ebueza: Our firm can only cater to some of the items. Can the award be per item or per lot? This way, the bidding will not fail, since some bidders will not bid if they will not be able to provide all the items.	The body decided to separate the items per lot: <b>Lot 1 will be the items 1-7, and Lot 2 will be for the remaining items</b> , as what was stated in the technical specifications. The amount of bidding documents will still be Five Thousand pesos (PhP 5,000.00): Lot 1 only - PhP 5,000.00; Lot 2 only - PhP 5,000.00; and Both Lots 1 and 2 - PhP 5,000.00.
<b>Presentation of the Technical Specifications:</b>	
Mr. Ebueza: Can we offer different design but still within the specifications you are requiring? Because in the market, we have plenty of designs; also, there are modern designs available.	Architect Rudio: The design is a minimalist modern design which was derived from the design of the building and from the allotted budget, thus, if we choose other designs available in the market, the cost might be higher than what was projected.  Mr. Gascon: Other designs are acceptable as long as the design is still within the specifications and within the budget. This was agreed by the body.
<b>Item No. 2: Conference Table with chairs (12 seater)</b>	
Mr. Ebueza: As to the "solid wood" as specification for table, will it be okay if we replace it with <i>medium density fiber (MDF)</i> ? Other agencies are very literal sometimes when interpreting the word solid, wherein they understand it as one piece of wood at <i>walang dugtong</i> .  What is the thickness of the table? Also, will that really be the design of the lower part of the table?	It was discussed that wood is more durable as compared to MDF. It was agreed to change the specification to "wood (mahogany)" instead of "solid wood (mahogany)."  The table top should be 2" thick. As to the design of the lower part of the table, Mr. Rudio said that any design will do so long as it will capture the dimensions required.
Mr. Ebueza: The chair should be rubberized? This is expensive; although the Uratex is more durable. And do you have sample of <i>carob brown, and german leatherette</i> ?	Architect Rudio: Yes, it should be rubberized, and the sample being asked will be included in the bid/supplement. <i>bulletin</i>
Ms. Cabrera: How about the thickness of the foam for the chair? There should also be a measurement as basis.	Mr. Rudio: Specific thickness is not necessary since this would still depend on the manufacturer.

<b>Question/ Clarifications/ Presentation</b>	<b>Emphasis/ Answer/ Agreement</b>
<b>Item No. 4: Dining Table with chairs (12 seater)</b>	
Mr. Ebueza: Is it really twelve (12) seater? Because it is not proportionate with the size of the table.	Upon consultation with the end-user, the body agreed to correct the dimensions of the table to 90 cm (W) x 320 cm (L) x 75 cm (H).  Mr. Rudio: The 75 cm height is the international standard.  Mr. Gascon: Specify in the title that the dining table is for kids.
Mr. Ebueza: Will the concern re solid wood as discussed for item number 2, be carried for this item?	Yes, the specification for solid wood (mahogany) will be changed to wood (mahogany).
<b>Item No. 5: Mechanical Mobile File Compactor (4 Bay)</b>	
Arch. Rudio: The item will include the installation.	Mr. Ebueza: Yes, installation is part of the item.
<b>Item No. 6: 15 Door steel locker cabinet</b>	
Mr. Ebueza recommended for the specifications to be either powder-coated gray finish, or powder-coated two-tone gray, with built-in padlock. He explained that powder-coated is more resilient to rust compared to epoxy resin. He also informed that the standard dimension for the item is 90cm x 45cm x 185 cm.	It was agreed upon that the specification will be changed from "epoxy resin finish" to powder-coated gray finish, with built-in padlocks. Dimensions will be 90cm (W) x 45cm (D) x 185cm (H).
Arch. Rudio: What is the period of warranty?	Mr. Ebueza: One (1) year from the time of acceptance and inspection.
Ms. Cabrera: Who will use the cabinets?	Ms. Benitez: The houseparents.
<b>Item No. 7: L-type sala set</b>	
Mr. Ebueza: Are the seats/ foams removable? These should have zippers so these could be removed for washing.	Arch. Rudio: Yes, so that it would be easy to maintain.
Mr. Ebueza: Is the material plastic?	Arch. Rudio: Yes, the design is like a woven nylon.
Ms. Cabrera: Is it safe for the kids?	Arch. Rudio: Yes, the metal parts/ materials are hidden.
<b>Item No. 1: Bookshelf</b>	
Ms. Cabrera: Can the baseleg be bolted on the floor.	Arch. Rudio: Yes, it is specified that the base leg can be bolted on the floor.  Mr. Gascon: Since it will be bolted on the floor, the word "can" should be changed to "shall" be bolted on the floor.
Mr. Ebueza: What is the meaning of the word "levels"? Because if you are pertaining to the layers of the bookshelf, then the right term to be used is "layer".	To change "levels" into "layers."
What is the gap per layer?	Arch. Rudio: Gaps would vary depending on the choice since there are holes on it for adjustment purposes.
Ms. Cabrera: Will it not sag in the center?	Arch. Rudio: No, because there is support.

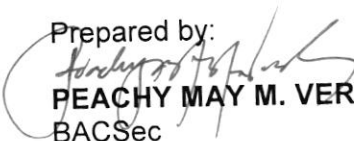


<b>Question/ Clarifications/ Presentation</b>	<b>Emphasis/ Answer/ Agreement</b>
<b>Other Concerns</b>	
Delivery Period of sixty (60) days.	It was agreed that the delivery period will now be ninety (90) days.
Mr. Ebueza: How about the delivery site? Will it be here at the Field Office? We will deliver at the specified site, and can be called again to assemble the items, provided the items will not get wet. However, we cannot deliver in a specified site, assemble the items, and disassemble again the items. Also, the assembling and disassembling of the items is discouraged as this will wear out the item.	Mr. Gascon: We have three (3) centers; however, the constructions are ongoing. We will specify which items will be delivered for each center; then we will call again the supplier for the assembly.

Before adjournment, Mr. Gascon shared that supplemental bid will be issued and uploaded in the PhilGEPS, as well as it will be emailed to the prospective bidders who attended the said pre-bid conference. Lastly, he reminded the prospective bidders to be mindful of the documentary requirements as stated in the checklist because absence of one of the required documents would be a disqualification ground. He also added that in the deadline of submission of bid proposals, the DSWD-CAR official time is to be followed (reading aloud the DSWD time for synchronization purposes).

There having no more issues to discuss, the pre-bid conference was adjourned at 10:40 AM.

Prepared by:

 8/31  
**PEACHY MAY M. VERZOLA**  
 BACSec

Noted by:

  
**ENRIQUE H. GASCON JR.**  
 BAC Chair