
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

Attendees:

Bids and Awards Committee

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| 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

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

Observers

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

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| 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:

Question/ Clarifications/ Presentation	Emphasis/ Answer/ Agreement
Bid Data Sheet:	
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: Lot 1 will be the items 1-7, and Lot 2 will be for the remaining items , 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.
Presentation of the Technical Specifications:	
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.
Item No. 2: Conference Table with chairs (12 seater)	
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.