



Republic of the Philippines
National Irrigation Administration
Quezon City

Minutes of Meeting
Pre-Bidding Conference

BS-008-2020: Printing and Delivery of NIA Wall and Table Calendar for CY 2021
September 2, 2020, 10:00 AM
Classroom A, 3rd Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City

Present:

BAC-B

Ailyne C. Agtuca-Selda	- Chairperson
Marty P. Cachapero (via Google Meet)	- Vice-Chairperson
Delsy J. Revellame	- Member

Technical Working Group

Eden Victoria C. Selva	- Chairperson
Luzviminda R. Penaranda	- Member
Remster D. Bautista	- Member
Lloyd Alain A. Cudal	- Member

Bidders' Representatives

Berny B. Manuel	- Keni Tana Enterprises
Joanna E. Payawan	- Keni Tana Enterprises
Christian S. Pedir	- RJCA Trading and General Merchandise
Amy Antonio	- Velprint Corporation
Elvis M. Zerna	- EC Tec Commercial
Christelle Arceo (Via Google Meet)	- Transprint Corporation
Bea Hernandez (Via Google Meet)	- The Crown Book Group, Inc.
Jun Zurbano (Via Google Meet)	- Zurbano Publishing

Absent:

BAC-B

Lydia S. Esguerra	- Member
Rogelia C. Dela Torre	- Member

TWG

Natassja Nicole J. Flores	- Member
Lloyd Alain A. Cudal	- Member



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Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-008-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat, observers and prospective bidders' representatives.
- II. The BAC-B established that only Keni Tana Enterprises bought the bidding documents as of the time being. The BAC-B then explained that the purpose of having a pre-bid conference is for the official and prospective bidders to ask their queries and clarify the technical and financial parameters regarding the project for a good procurement process.
- III. The Secretariat presented the details of the project.
- IV. Subsequently, the BAC-B asked the prospective bidders if they have any questions or clarifications:

BIDDER'S CONCERN	BAC's / TWG's / Secretariat's Response
<p>Ms. Joanne Payawan from Keni Tana Enterprises:</p> <p>1. Clarification on the Instruction to Bidders Clause 5.4 and corresponding instruction in the Bid Data Sheet. Can we use 2 project to suffice the requirement of SLCC being equivalent to a percentage of the ABC?</p>	<p>1. First, Instruction to Bidders are general provisions. Additional instructions or amended provisions of the instruction to bidders are stated in the Bid Data Sheet. For the SLCC under Bid Data Sheet Clause 5.4, we require that the submitted SLCC must be at least equivalent to 50% of the ABC. Your request of using two (2) projects to suffice the SLCC requirement will be further discussed and will be included in the Supplemental Notice if there will be any changes.</p>
<p>Mr. Amy Antonio from Velprint Corporation: **Ms. Antonio asked for sample in which the TWG obliged.</p> <p>1. For the Technical Specifications of Lot 1 (NIA Wall Calendar), can we modify "13 pages" to "13 leaves"</p>	<p>1. We will take note of this and will be included in the Supplemental Notice.</p>



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2. We would like to Confirm if the Spot 3D is only applicable on the Board portion?	2. Yes. Spot 3D should be applied on the Board portion only.
Mr. Christian Pedir from RJCA Trading and General Merchandise: 1. For the Technical Specifications of Lot 1 (NIA Wall Calendar), can we modify the size of the Board Leaves from "10inches x 14inches" to "20inches x 14inches"?	1. We will take note of this and will be included in the Supplemental Notice.
Mr. Elvis Zerna from EC-TEC Commercial: 1. For the Technical Specifications of Lot 2 (NIA Table Calendar), can we specify the sizes and specifications of the following: <ul style="list-style-type: none"> a. For the Base Plastic, may we suggest that the thickness be set to "Gauge 8"? b. For the Board Holder, may we suggest that the material be specified to "Cow Hide"? c. Can we also include the specification "PasteBoard #30"? 	1. We will take note of this and will be included in the Supplemental Notice.
Ms. Christelle Arceo from Transprint Corporation: 1. Are the items of this project for 1 Lot only? 2. Are the artwork and layout supplied by the client? 3. Can we acquire samples of the wall and table calendar?	1. Yes. The items of this project is for 1 Lot only. 2. Yes. The artwork and layout will be supplied by NIA. 3. We can send you samples or videos of the calendar or you may visit the office to see the actual samples.



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4. Can we request for an extension of delivery to 60 calendar days from approval of the final proofing of items for the Table Calendar?	4. We will take note of this and include it in the Supplemental Notice if there will be any changes.
<p>Ms. Jun Zurbano from Zurbano Corporation:</p> <ol style="list-style-type: none"> 1. The definition of similar contracts states "Printing of Calendar". Is it acceptable if we present our completed projects with the likes of printing of yearbook, annual report? 2. Can we use 2 project to suffice the requirement of SLCC being equivalent to a percentage of the ABC? 	<ol style="list-style-type: none"> 1. We will take note of this and include it in the Supplemental Notice if there will be any changes. 2. Your request of using two (2) projects to suffice the SLCC requirement will be further discussed and will be included in the Supplemental Notice if there will be any changes.
***Ms. Bea Hernandez from The Crown Book Group, Inc. did not raise any questions.	

- V. The BAC-B Chairperson suggested that the specification of the plastic holder for the table calendar be included in the bid documents.
- VI. The BAC-B Chairperson reminded the bidders the following:
- a. PhilGEPS Platinum Certificate does not need any attachment unless a permit or clearance is expired. For expired permit or clearance, please attach any proof that the renewal for the said permit or clearance is ongoing;
 - b. For the Statement of All Ongoing Contracts and SLCC, answer the prescribed form completely and do not leave anything blank. Statement of All Ongoing Contracts does not need any attachment, however, for the SLCC please attach the required documents;
 - c. The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID and Community Tax Certificate; and




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- d. For the Bid Form (Tables for Goods offered Abroad or within the Philippines), the bidder shall fill this out completely and shall not leave any field blank.
- VII. The BAC-B reminded the prospective bidders that should there be any queries, they can submit it in written form until September 7, 2020. Supplemental Notice, if any shall be issued on September 9, 2020.
- VIII. Lastly, the BAC-B opened the floor for the queries and comments of the observers. The observers did not raise any question or comment.

There being no other matters to be discussed the BAC-B Chairperson thanked everyone present and adjourned the meeting at 11:30 AM.

Prepared by:


CHRISTIAN M. COLINDRES
Member, BAC-B Secretariat


ELAINE P. VILLANUEVA
Head, BAC-B Secretariat
FBGD-*gr*

Noted by:

ATTY. MARTY P. CACHAPERO
BAC-B Vice-Chairperson


ATTY. AILYN C. RGTUCA-SELDA
BAC-B Chairperson