



Republic of the Philippines
National Irrigation Administration
Central Office

Minutes of Meeting
Pre-Bidding Conference
BS-021-2020: Supply, Delivery and Testing of Audio Visual Equipment
December 21, 2020, 2:00 PM
Classroom A, 3rd Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City

Present:

BAC-B

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

Technical Working Group

Wilhelm S. Tiangco	- Chairperson
Edilberto L. Chavez	- Member (via Google Meet)
Arvin Christ O. Palad	- Member
Midas B. Reyes	- Member

Observers

Pepito L. Padilla	- IAS Representative
Aida Villania	- COA Representative (via Google Meet)

Bidders' Representatives

Elizabeth P. David	- The Brain Computer Corporation
Nicandro S. Bonaobra	- Imatech Corporation
Richard Rivera	- Imatech Corporation

Absent:

BAC-B

Rogelia C. Dela Torre	- Member
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TWG

Lexter G. Cadelina	- Member
Nastassja Nicole J. Flores	- Member

Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-021-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat, observers and prospective bidders' representatives.
- II. The BAC-B established that no bidder 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.



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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
Ms. David from The Brain Computer Corporation:	
1. Can we retype the Omnibus Sworn Statement?	1. Yes, as long as it complies with the prescribed format. In addition, the Secretariat can send you the soft copies of the forms.
2. We have an issue on your requirement of valid Mayor's permit since our permit will expire before the bid opening and it may take time to process the renewal of the same.	2. If the Mayor's permit is expired before the bid opening, you have to present the Official Receipt of the enrollment for renewal of the Mayor's Permit. You can also check your current Mayor's Permit if it grants a grace period for the renewal.
3. May we request that the bid opening be postponed and set in a later date?	3. We will take note of your request and include it in the supplemental notice if there will be any changes.
4. Does the 30 calendar days delivery period include Saturdays and Sundays? Can we also request an extension for the delivery period to 45calendar days since some of the items are imported?	4. Yes, the delivery period includes Saturdays and Sundays. On the request for the extension of the delivery period, we have to discuss this and include it in the supplemental notice if there will be any changes.
5. Do we have to submit both Price Schedule for Goods offered within the Philippines and Price Schedule for goods offered from abroad?	5. Submit the form which is applicable to your offered goods. You may submit both price schedules if you offer goods from within the Philippines and abroad.
6. Clarification if there are ten (10) items stated in the Omnibus Sworn Statement.	6. Yes. There are ten (10) items stated in the prescribed format of the Omnibus Sworn Statement.
7. Submission of bids is through manual submission?	7. Yes, submission of bids is through manual submission.



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BIDDER'S CONCERN	BAC's / TWG's / Secretariat's Response
<p>Mr. Rivera from Imatech Corporation:</p> <ol style="list-style-type: none">Are multiple projects can be stated in the Statement of Single Largest and Completed Contract (SLCC)?Can we adjust the bid opening and set it seven days after January 6, 2020? We might have a problem processing the Mayor's Permit and our operations will only resume on January 4, 2020 which may not give us enough time to secure the Official Receipt of the renewalCan we retype the Statement of the SLCC?	<ol style="list-style-type: none">Yes, it is stated in the Bid Data Sheet of the bidding documents.We have to discuss your request and include it in the supplemental notice if there will be any changes.Yes, as long as it complies with the prescribed format. In addition, the Secretariat can send you the soft copies of the forms.

V. The BAC-B Chairperson reminded the bidders the following:

- 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;
- For the Statement of SLCC, fill-out 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;
- The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID;
- 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;
- Bidders may ask for the softcopy of the Statement of All Ongoing Contracts and Statement of SLCC;
- Audited Financial Statement and NFCC computation shall be submitted as part of the bid proposal for the Bid Opening;
- Do not forget to indicate the Total Cost for both Statement of All Ongoing Contracts and Statement of SLCC;

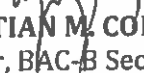


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- h. Three (3) sets of Eligibility and Technical Component (under Envelope 1) and Financial Component (under Envelope 2) will be submitted in the Bid Opening; and
 - i. Indicating a "dash" or "zero" for any of the fields in the bid price schedules means it is free.
- VI. The BAC-B reminded the prospective bidders that should there be any queries, they can submit it in written form until December 28, 2020 thru letter or email. Supplemental Notice, if any shall be issued on December 31, 2020.
- VII. 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 3:00 PM.

Prepared by:


CHRISTIAN M. COLINDRES
Member, BAC-B Secretariat


ELAINE P. VILLANUEVA
Head, BAC-B Secretariat

Noted by:

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


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