

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-Bid Conference, 11:00 AM, 31 January 2024

Via Google Meet App, G/F AFAB Administration Building
Mariveles, Bataan

I. In Attendance:

1. Bidders (via Google Meet)

No.	Name	Company/Position
1.	Luigi Aguilar	Needink Sales and Services
2.	Thomas Carl Garcia	Gakken (Philippines), Inc.
3.	Romuel Gabriel	Gakken (Philippines), Inc.

2. Bids and Awards Committee (BAC) / End-User-/ Observers

No.	Name	Position
1.	Percival B. Peralta	Chairperson
2.	Ma. Lourdes L. Herrera	Vice-Chairperson
3.	Charles M. Ramones	Member
4.	Donia G. Alonzo	Member
5.	Cristina F. Rodrigo	Member
6.	Maristella Katrina C. Garino	TWG Head (Infra)
7.	Jerome P. Yumul	Member
8.	Mark Lester C. Quintana	Member
9.	Gea Mae E. Domingo	Member/End-User
10.	Eugene A. Lumibao	Member
11.	Andrew M. Cunanan	Member
12.	Marry Grace T. Samson	TWG Head (Goods)
13.	Aileen O. Saberdo	Member
14.	Charize Winsy M. Salvacion	Member
15.	Robinson A. Pajarillo	Member
16.	Raphael M. Gomez	Member
17.	Eunice S. Fernandez	Member
18.	Benny R. Astrero Jr.	Member
19.	Jazell R. Cañas	Member
20.	Sunshine C. Policarpio	Member
21.	Gian Carlo T. Aquino	Member
22.	Maureen P. Camilo	BAC-Secretariat Head
23.	Dhane Ferl P. Peralta	BAC-Secretariat
24.	Coco Reyes	End-User
25.	Anthony Ryan Manalata	CPD-MIS
26.	Juan Carlos Gonzales	COA

II. Call to Order

After ascertaining that the members of the Bids and Awards Committee (BAC) had constituted a quorum and acting throughout, the BAC Vice-Chairperson called the pre-bid conference to order at 11:00 AM.

III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Project under Competitive Bidding: *Toner Cartridges for Various AFAB Offices (With Free Use of Multifunction Printer and Copiers)*
- D. Adjournment

IV. Preliminary Remarks

- 1. All prospective bidders, members of the BAC, the TWG, the Secretariat, and the end-users present were welcomed.
- 2. Ms. Dhane Ferl P. Peralta of the BAC-Secretariat presented the reminders to the prospective bidders to guide them in joining the public bidding at the Authority of the Freeport Area of Bataan (AFAB).
- 3. The procurement timeline for the project included in the pre-bid conference is as follows:

Activity	Date	Venue
Purchase/ Release of Bidding Documents	15 January – 13 February 2024 except weekends and holidays, 8:00 AM – 5:00 PM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Virtual Pre-bid Conference	31 January 2024 (Wednesday) 10:00 AM	Via Google Meet Application
Request for Clarification (Deadline)	02 February 2024 (Friday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph)
Deadline of submission of bids	13 February 2024 (Tuesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	13 February 2024 (Tuesday) 10:00 AM	Physical at AFAB Board Room, 2/F, AFAB Administration Building, FAB, Mariveles, Bataan and via Google Meet Application

- 4. Prospective bidders/bidders were informed that the bidding documents were available for free download at the Philippine Government Electronic Procurement System (PhilGEPS) and AFAB website (afab.gov.ph).

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5. Payment was encouraged through online bank transfer or bank deposit. For this purpose, prospective bidders must send a request to bac.secretariat@afab.gov.ph. The BAC Secretariat also reminded the prospective bidders to take into consideration the verification of payment which would usually take 1-2 working days. She said that the official receipt (O.R.) shall be sent to the bidder once payment is verified, and that bidding documents shall only be received by the Procurement Management Division (PMD) once O.R. has been issued.
6. The common errors that bidders committed which resulted in the disqualification of their bid proposals and/or failure of bidding were discussed in detail:
 - a. Qualification Proofs, Certifications, Documentary Requirements, brochures stated in the technical specifications were not submitted
 - b. Submitted Single Largest Completed Contract (SLCC) is not similar to the Project
 - c. Not all ongoing projects are stated in the *"Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started."*
 - d. Incorrect computation in the price schedule (for goods), and incorrect VAT percentage: VAT % should be 12% (for goods)
 - e. Incomplete documents based on minimum checklist of requirements
 - f. Falsified documents
 - h. Invalid bid security (lacking in amount or for bond, it was issued by a surety company under negative list by GPPB)
7. The bidders were reminded to review the technical specifications and to take note of the requirements and proof of qualifications that must be submitted.
8. It was also emphasized that the Pre-Bid Conference is the opportunity for the prospective bidders to clarify what would constitute similar projects as required for the project SLCC.
9. The BAC Secretariat discussed the content of the Checklist of Technical and Financial Documents as indicated in the Philippine Bidding Documents (PBD) for goods projects.
10. It was stressed that the prescribed formats for the SLCC, Ongoing Projects, Notarized Bid Securing Declaration, Omnibus Sworn Statement, Financial Bid Form, Price Schedule and other forms in the PBD must be followed.
11. The use of book tabs was highly encouraged for easy checking of the documents during the opening of bids. Page numbering was also recommended to prevent any instances of omission or insertion.
12. It was also stressed that the bidders are prohibited from communicating with any of the BAC Members, the TWG and Secretariat, and End-Users from bid opening to the issuance of the award.
13. The BAC Secretariat discussed the items being checked by the TWG during the post-qualification which are the bidder's competency, imposition of liquidated damages and existing projects negative slippage, among others. The declared on-going projects will be checked whether it has negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in two (2) or more ongoing contracts. Bidders who incurred the

said percentages of slippage will be automatically disqualified during the post-qualification.

14. The prospective bidders were also warned of persons and entities misrepresenting themselves as representatives of the AFAB and using the name of the Head of the Procuring Entity, for financial gain. Any similar communication or solicitation, for any purpose or activity or if any AFAB official or personnel initiates any act in violations of the Republic Act 6713 should be reported to FAB Coordination Center askafab@afab.gov.ph or via landline at (047) 935-4004 local 8006 or 0917-326-9863 or Public Safety and Security Department – Law Enforcement Division (047) 935-4004 local 82303 or 8206.
15. The requirement that upon receipt of the Notice of Award, the winning bidder shall register with the FAB Enterprise Department to become an accredited entity by the AFAB was also discussed.
16. Prospective bidders were reminded that winning bidders need to submit a performance security which is to remain valid for at least one (1) year after the contract time lapses or one year after the AFAB issues a Certificate of Final Acceptance, whichever comes later, pursuant to Section 39 of the revised IRR of RA 9184.

V. Presentation of the Project “Toner Cartridges for Various AFAB Offices (With Free Use of Multifunction Printer and Copiers)”

1. Ms. Coco Reyes of the Administrative Services Department – Administrative Services (ASD-ASDiv) presented the technical specifications of the project. The approved budget for the contract is Php 1,697,700.00 with a duration of 1 year. The fund source is the MOOE.
2. Mr. Luigi Aguilar of Needink Sales and Services mentioned that in the Annex A, the quantities provided are “Estimated Quantity of Cartridge.” He wanted to clarify if the quantity may decrease depending on the price that the bidder offers. Ms. Reyes responded that the estimated quantity is based on the agency’s requirement for the duration of the contract. Engr. Anthony Ryan Manalata agreed with Ms. Reyes’ answer, and added that the number of cartridges and printers are the total number of requirement which will be deployed to the different offices of the agency. Hence, the quantities provided in Annex A are fixed. Ms. Peralta suggested including this in the bid bulletin. The end-user noted the suggestion.
3. Regarding the specifications of the unit, Mr. Aguilar asked whether or not the tray capacity of 500 sheets is fixed. He also asked if they can offer a printer with tray capacity of 250 sheets but meets the cartridge page yield requirement. Engr. Manalata responded that their major concern for the printer is the machine type which is desktop multifunction printer. He added that the tray capacity is not a big deal, and they can consider a printer with 250 sheets tray capacity as long as it complies with the minimum required specifications for the major components of the printer.

VI. Closing Remarks

1. Ms. Peralta reminded the attendees of the deadline for submission of inquiries. The response shall be via bid bulletin which will be posted in the PhilGEPS and the AFAB websites and will be sent to all prospective bidders who joined the pre-bid conference.
2. Ms. Peralta also reiterated that the deadline for the submission and opening of bids is strictly observed by the BAC.
3. The BAC expressed their gratitude to all the attendees and prospective bidders.


VII. Adjournment

There being no other matters for discussion, the Pre-bid Conference was adjourned at 11:37 AM.

PREPARED BY:


DHANE FERL P. PERALTA
Member, BAC-Secretariat

CERTIFIED CORRECT BY:


MAUREEN P. CAMILO
Head, BAC-Secretariat

NOTED BY:


PERCIVAL B. PERALTA
Chairperson, Bids and Awards Committee