

**Minutes of Pre-Bid Conference
SUPPLY AND DELIVERY OF SLEEPING KITS FOR PREPOSITIONING
AT DSWD-NROC
(ITB No. GOP/18-DSWD-020-A)
27 March 2019 (01:30 p.m.) / STB Conference Room**

IN ATTENDANCE :

BIDS AND AWARDS COMMITTEE (BAC) :

- | | | |
|-------------------------------------|---|--------------------|
| 1. U/Sec. Felicisimo C. Budiongan | - | Chairperson |
| 2. U/Sec. Aimee S. Torrefranca-Neri | - | Vice-Chairperson |
| 3. A/Sec. Glenda D. Relova | - | Regular Member |
| 4. Dir. Nicomedes Claro P. Suller | - | Provisional Member |

BAC SECRETARIAT (BACSec) :

- | | | |
|---------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Ms. Katrina E. Garcia | - | Administrative Officer IV |
| 3. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |
| 4. Mr. Ramises B. Esteban | - | Administrative Officer III |
| 5. Mr. Jerico I. Medina | - | Administrative Officer II |

OTHERS IN ATTENDANCE :

- | | | |
|----------------------------------|---|---|
| 1. Ms. Kristine Ann Robles | - | Disaster Response Management Bureau (DRMB) |
| 2. Ms. Imee Rose S. Castillo | - | DRMB |
| 3. Mr. John Mark G. Duetes | - | National Resource and Logistics Management Bureau (NRLMB) |
| 4. Ms. Karina Antonette A. Agudo | - | Procurement Planning and Management Division (PPMD), Procurement Management Service (PMS) |
| 5. Mr. Edwin L. Delos Reyes | - | Contract Monitoring Division (CMD), PMS |

PROSPECTIVE BIDDER/S PRESENT :

- | | | |
|--------------------------------------|---|---|
| 1. Ms. Cindy I. Domingo | - | Saiko International Trading Corporation |
| 2. Mr. Albert Vincent V. Pajarillaga | - | L. Victoria Trading |
| 3. Ms. Luz V. Pajarillaga | - | L. Victoria Trading |
| 4. Ms. Cristina Bautista | - | Bihis Cruz Inc. |
| 5. Ms. Annabelle R. Libunao | - | SPH International Corporation |
| 6. Mr. Renato Hernandez | - | Independent Consultant |

HIGHLIGHTS OF THE PRE-BID CONFERENCE :

I. CALL TO ORDER

The Pre-Bid Conference for the **“Supply and Delivery of Sleeping Kits for Prepositioning at DSWD-NROC”** was called to order at 01:30 p.m. by the BAC Chairperson, U/Sec. Felicisimo C. Budiongan. He then introduced the members of the BAC, the BAC Secretariat, and the representatives from the End-user (Disaster Response Management Bureau), National Resource and Logistics Management Bureau and Procurement Management Service. *(Note: The invited observers were unable to attend.)* He also acknowledged the presence of representatives of the prospective bidders.

BAC Secretariat informed the BAC that printed copies of the instructions on how to prepare the bidding documents were distributed to the prospective bidders before the conduct of the Pre-Bid Conference.

A copy of the Agenda is attached hereto, marked as Annex "A", and made an integral part hereof.

II. OPEN FORUM

ITEM/ PARTICULAR	ISSUES/ CONCERNS / DISCUSSIONS	AGREEMENTS/ ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none"> Ms. Arcaina (<i>BACSec</i>) presented the procurement guidelines for the information of the prospective bidders. 	
Background of the Project	<ul style="list-style-type: none"> Ms. Robles (<i>DRMB</i>) presented the background of the project at hand. She mentioned that the project is for stockpiling/ prepositioning at DSWD-NROC subject for distribution to affected vulnerable families during emergencies such as typhoons and earthquakes. She added that funds for the project comes from DFAT. 	
Single Largest and Completed Contract (SLCC)	<ul style="list-style-type: none"> Ms. Domingo (<i>Saiko</i>) requested to change the number of years from 3 to 5 for the SLCC. U/Sec. Torre Franca-Neri (<i>BAC Vice-Chair</i>) replied that DRMB will review requirement. 	<ul style="list-style-type: none"> End-user (<i>DRMB</i>) to review its requirements on the SLCC. BAC shall issue a supplemental/ bid bulletin regarding the SLCC.
Schedule of Requirements - Delivery Schedule	<ul style="list-style-type: none"> Ms. Pajarillaga (<i>L. Victoria</i>) raised that during the delivery period, the DSWD personnel who is in-charge of the project should be present. Ms. Arcaina (<i>BACSec</i>) replied that the inspection of goods will be coordinated by PMS-CMD. U/Sec. Torre Franca-Neri (<i>BAC Vice-Chair</i>) added that the supplier should advise the PMS-CMD of the delivery of goods and to coordinate with the Inspection Committee of the DSWD. 	

<p>- Delivery Site</p>	<ul style="list-style-type: none"> • Ms. Pajarillaga (<i>L. Victoria</i>) mentioned that deliveries outside Metro Manila, the documents to support payments took too long to reach PMS, thus, delayed the processing of payments. • Ms. Arcaina (<i>BACSec</i>) reiterated that the delivery of goods for this project is at the National Resource Operations Center (NROC) in Pasay City only. 	
<p>Bidding Documents/ Bid Proposals</p>	<ul style="list-style-type: none"> • Ms. Arcaina (<i>BACSec</i>) reminded the prospective suppliers to indicate the actual offer in the technical specifications or attach brochures and to include the accomplished price schedule form in the submission of bid proposals. 	

U/Sec. Budiongan reminded the prospective bidders that queries and clarifications may be submitted to the BAC Secretariat on or before 05:00 p.m. of Monday, 01 April 2019, in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116.


III. ADJOURNMENT

Having no other matters to discuss, the Pre-Bid Conference was adjourned at 02:00 p.m.

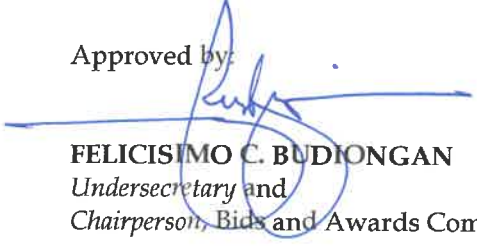
Prepared By:


JERICO I. MEDINA
Administrative Officer II
 Bids and Awards Committee Secretariat

Noted by:


OLIVA C. ARCAINA
Supervising Administrative Officer and
Officer-in-Charge, Bids and Awards Committee
 Secretariat

Approved by:


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee



PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF SLEEPING KITS FOR PREPOSITIONING AT DSWD-NROC

(ITB No. GOP/18-DSWD-020-A)

Date: 27 March 2019 • **Time:** 01:30 p.m. • **Venue:** STB Conference Room

A G E N D A

I. Call to Order

1. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
2. Acknowledge the presence of all interested bidders who are in attendance.
3. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

1. The procurement procedure for the **"Supply and Delivery of Sleeping Kits for Prepositioning at DSWD-NROC"** is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised 2016 Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRRA).
2. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

3. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

4. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.



III. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Eligibility and Technical Component

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

The BAC shall open the first envelope (Eligibility and Technical Component) and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary "pass/fail" criteria. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as "failed" and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as "passed".

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary "pass/fail" criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as "failed".

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.



F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared “passed”, using a non-discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bidder (LCB).

G. Post-Qualification

After determining the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case maybe, the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the LCB/SCB, using non-discretionary criteria. If the BAC determines that the bidder with the LCB/SCB passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bid (LCRB) or Single Calculated and Responsive Bid (SCRB) and award the contract to the said bidder.

IV. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

V. Adjournment

INVITATION TO BID FOR
SUPPLY AND DELIVERY OF SLEEPING KITS
FOR PREPOSITIONING AT DSWD-NROC
— ITB No. GOP/18-DSWD-020-A —
(PR Nos. 2019020505)

1. The Department of Social Welfare and Development (DSWD), through the Department of Foreign Affairs and Trade (DFAT) of the Government of Australia Funds, intends to apply the sum of **Four Million Three Hundred Forty-Seven Thousand Pesos (PhP 4,347,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Sleeping Kits for Prepositioning at DSWD-National Resource Operations Center (NROC)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD now invites registered Philippine Government Electronic Procurement System (PhilGEPS) service providers to bid for the **Supply and Delivery of Sleeping Kits for Prepositioning at DSWD-NROC**. Delivery of Goods shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 March 2019 to 03 April 2019** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Five Thousand Pesos (PhP 5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The DSWD will hold a **Pre-Bid Conference** on **20 March 2019, 10:30 a.m.**, at the **Social Technology Bureau Conference Room, 3rd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before **03 April 2019, 09:00 a.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **03 April 2019, 10:30 a.m.** at the **Social Technology Bureau Conference Room, 3rd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

8. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee

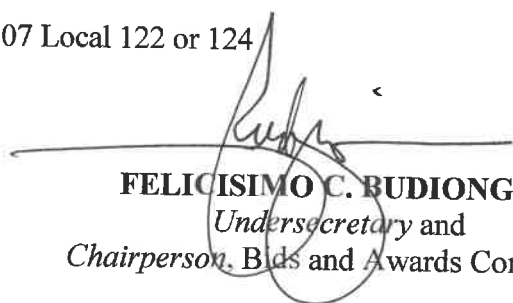
c/o BAC Secretariat

Ground Floor, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 931-6139

Telephone Nos. (02) 931-8101 to 07 Local 122 or 124


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee

Section VI. Schedule of Requirements

Supply and Delivery of Sleeping Kits for Prepositioning at DSWD-NROC

Lot No.	Particulars	Quantity	Unit
1	Sleeping Kit <i>Included in the kit:</i> <ul style="list-style-type: none">- Two (2) pieces Blanket- One (1) piece Plastic Mat- One (1) piece Malong-like (wrap around tube cloth)	7,000	Sets

Delivery Schedule:

- Complete delivery of goods shall be **within thirty (30) calendar days** upon receipt of **Notice to Proceed (NTP)**.

Terms of Payment:

- Payment shall be made within **fifteen (15) to thirty (30) calendar days** upon receipt of Sales Invoice or Billing Statement with complete supporting documents (e.g. inspection reports, delivery receipts, etc.)

Delivery Site*:

DSWD-National Resource Operations Center (NROC)
NAIA Road corner Chapel Road, Pasay City
Tel Nos. 511-1259/ 852-8081/ 856-3665

c/o **Mr. Ronald J. Reonal**, Administrative Officer V
**In coordination with the DRMB and PMS-CMD*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS*****

Technical Specifications

Lot No.	DSWD Specifications	Bidder's Specifications ⁴
1	<p>SLEEPING KIT</p> <p>I. Composition</p> <p>1. Blanket</p> <p>1.1. Size: 70 inches (W) x 80 inches (L) (+/- 5% variance)</p> <p>1.2. Weight: at least 230 grams</p> <p>1.3. Material: combination of polyester (0%-50%) and cotton (50%-90%)</p> <p>1.4. All sides sewn</p> <p>1.5. Any color or design except plain white and cartoon characters</p> <p>1.6. Individually packed in plastic labelled with its size</p> <p>2. Plastic Mat</p> <p>1.1. Size: 72 inches (W) x 80 inches (L) (+/- 10% variance)</p> <p>1.2. Weight: at least 1 kg</p> <p>1.3. Material: Synthetic Plastic</p> <p>1.4. Any color or design except plain white</p>	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

⁴ **IMPORTANT NOTE:** Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB Clause 3.1(a)(ii)** and/or **GCC Clause 2.1(a)(ii)**.

	<p>1.5. Individually packed in plastic labelled with its size</p> <p>3. Malong-like Wrap Around Tube Cloth</p> <p>3.1. Size: 86 cm (W) x 157 cm (L) (+/- 5% variance)</p> <p>3.2. Materials: 100% polyester or combination of cotton (10%-90%) and polyester (10%-90%)</p> <p>3.3. Any printed design except cartoon characters</p> <p>3.4. Individually packed in plastic labelled with its size</p> <p>II. Packaging</p> <p>Corrugated Box</p> <p>1. Materials</p> <p>1.1. Size of Box: Supplier's specifications</p> <p>1.2. Flute: B - C, double wall</p> <p>1.3. Waxed outside and inside</p> <p>1.4. Joints glued</p> <p>2. Printing</p> <p>2.1. Printed with DSWD and DFAT logos in full colors on two (2) opposite sides</p> <p>2.2. Printed in black color the phrase "SLEEPING KIT, For Emergency Purpose, Not For Sale"</p> <p><i>See Annex "A" for the layout of the box.</i></p>	
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CORRUGATED BOX



Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____



Republic of the Philippines
Department of Social Welfare and Development
Bids and Awards Committee





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(ITB No. GOP/18-DSWD-020-A)

Date: 27 March 2019 • **Time:** 01:30 p.m. • **Venue:** STB Conference Room

A T T E N D A N C E

Name	Designation	Signature
1. U/Sec. Felicisimo C. Budiongan	Chairperson, BAC	
2. U/Sec. Aimee S. Torre Franca-Neri	Vice Chairperson, BAC	
3. A/Sec. Glenda D. Relova	Regular Member, BAC	
4. Dir. Natividad V. Canlas	Alternate Regular Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
5. Atty. Maria Cassandra M. Urbiztondo	Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
6. Dir. George JT D. Aliño II	Alternate Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
7. Dir. Nicomedes Claro P. Suller	Provisional Member, BAC	
8. Mr. Felix M. Armeña	Alternate Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
9. Atty. Ruth Eunice L. Mina	Procurement Management Service	
10. Ms. Oliva C. Arcaina	SAO, BAC Secretariat	
11. Mr. William V. Garcia, Jr.	AO V, BAC Secretariat	
12. Mr. Ramon M. Villareal, Jr.	AO V, BAC Secretariat	
13. Ms. Katrina E. Garcia	AO IV, BAC Secretariat	
14. Mr. Arjay C. Dimafelix	AO IV, BAC Secretariat	
15. Mr. Ramises B. Esteban	AO III, BAC Secretariat	
16. Mr. Jerico I. Medina	AO II, BAC Secretariat	

Name	Designation	Signature
17. Mr. Lourence C. Buenaventura	AO II, BAC Secretariat	
18. Karan A. Agudo	PMS - PIMB	K.A.
19. KRISTINE ANN ROBLETS	PDO III	
20. JOHN MARK G. DIETER	AO, I, NPLMB	
21. MEE JOSE S. CASTILLO	PMS	
22. EDWIN L. DELOS REYES	PMS - CMD	
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PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF SLEEPING KITS FOR PREPOSITIONING AT DSWD-NROC
(ITB No. GOP/18-DSWD-020-A)

Date: 27 March 2019 • Time: 01:30 p.m. • Venue: STB Conference Room

BIDDER'S ATTENDANCE

PLEASE WRITE IN PRINT.

Name of Bidder's Representative and Designation	Company Name and Complete Address	Email Add:	Telephone No(s).	Fax No(s).	Signature
1. RENATO HERNANDEZ CONSULTANT	INDEPENDENT CONSULTANT pangyayari ren.hernandez@gmail.com		09472893892 @grant.com		
2. CINDY I. DOMINGO Transacting	SAIKO INTL TRADING CORP. Malabon, Bulacan	sales@saikointernational.com	(02)6645011 09255081177	3547459	
3. ALFRED VINCENT V. PATARILLAGA Sales	L.VICTORIA TRADING Sta. Cruz, Manila	victoriatrading@gmail.com	(02)7090906	7090906	
4. Crisfina Pankista Sales Representative Annette K-Umuroso	Bihis Cruz Inc. SPH International Corp torobe Manila	bcibangmfg.cristylegmill.com	0908885492	9329411	
5. Sales Coordinator					



Republic of the Philippines
Department of Social Welfare and Development
BIDS AND AWARDS COMMITTEE

Name of Bidder's Representative and Designation	Company Name and Complete Address	Email Add:	Telephone No(s).	Fax No(s).	Signature
6. LUZ V. DAVARILLAGA Manager	L. VICTORIA TRADING, Sta Cruz M _h	Victoriatrading@gmail.com	7090906	7090906	
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9.					
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