

PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

“Procurement of One (1) Lot Delivery of Goods and Services and Installation of Materials and Equipment for the Improvement of Leased Office Space of the PCC”

Date: 23 October 2019; 1:00 PM

Meeting Room 3, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

- | | | |
|-----------------------|---|----------------------------|
| 1. Vice Chairperson | : | Atty. Ferdinand B. Redulla |
| 2. Regular Member | : | Atty. Lianne Ivy P. Medina |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Provisional Member | : | Jeson Q. de la Torre |

BAC Secretariat

- | | | |
|--------------|---|--------------------------|
| 1. Vice Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | Melody O. Dizon |
| 3. Member | : | Merry Lyn V. Bambao |
| 4. Member | : | Nicky Jonna P. Pitallano |
| 5. Member | : | Isabelo Miguel V. Abaño |

Bidders

- | | | |
|-----------------------|---|------------|
| 1. DonPin Corporation | : | Kirby Homo |
| 2. DonPin Corporation | : | Ramir Edma |

I. Call to Order

The PBAC Vice-Chairperson called the meeting to order at 1:00 PM for the **Procurement of One (1) Lot Delivery of Goods and Services and Installation of Materials and Equipment for the Improvement of Leased Office Space of the PCC** under **Invitation to Bid (IB) No. 201910-0214**.



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Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> The PBAC through its secretariat presented and discussed the Part I of the Pre-Bidding conference – Documentary Requirements. <p>Part II of the Pre-Bidding conference – Technical Specifications and Scope of Work were presented and discussed by the end-user (AO-GSD).</p>	
<p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> The Contractor shall be responsible in the implementation of the project detailed in the scope of work and bill of quantities, which shall include but not limited to mobilization and demobilization, application of all applicable bonds and insurances, provision of safety officer and equipment, site supervision and staffing requirements. Also, the cleaning, clearing, hauling and disposal works shall be the responsibility of the Contractor. Unused and remaining items or consumables stated in this Project shall be surrendered to the Procuring Entity for proper storage and safekeeping. All related documents shall also be submitted to the Procuring Entity for proper filing. <p>C. Approved Budget for the Contract (ABC)</p>	
<ul style="list-style-type: none"> The ABC for this project is PhP 4,496,230.00. <p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> Posting: 14 October 2019 Deadline for Submission: 06 November 2019, 12:00 NN Opening of Bids: 06 November 2019, 01:00 PM 	

Discussion	Recommendation/ Agreements
<p>E. Question and Answer</p> <p>The following questions/ concerns were raised during the meeting:</p> <ol style="list-style-type: none"> 1. Mr. Ramir Edma inquired on the scope of works for the subject procurement. Mr. Jeson de la Torre presented to him the scope of works as stated in the Philippine Bidding Document. 2. Mr. de la Torre emphasized that bid for each item should be lower than Php 15,000.00. He also expressed the intention to issue a supplemental bid bulletin to include items that should not exceed the amount of Php15,000.00 such as water heater, hand dryer, multi-purpose video player, humidifier, air cooler, among others. 3. Mr. Edma likewise inquired whether a conduct of inspection in PCC may be allowed. Mr. de la Torre confirmed that inspection may be conducted and in case the inspection team is bringing equipment in the PCC, to inform the latter of the same at least one day before the conduct of the inspection. 4. Mr. Edma expressed that the scope of works will be subjected to further review by their technical team and in case there be need for clarification, a written clarification will be submitted to PCC within the prescribed timeline. <p>F. Actions Taken</p> <p>The PBAC requested the BAC Secretariat to draft and issue a Supplemental Bid Bulletin and to indicate the agreed necessary revision/s in the TOR.</p>	<p>Issuance of Bid Bulletin to clarify that proposed bid for the following items should be less than Php15,000.00:</p> <ol style="list-style-type: none"> 1. CCTV Camera 2. Hard Disk Drive 3. Biometrics with card reader 4. PA Speaker 5. PA Subwoofer 6. Foldable Table 7. Console Table 8. Multi-function Audio-Video Player 9. Water Heater 10. Hand Dryer 11. Air Cooler 12. Air Purifier 13. Professional battery and multi-purpose direct injection box 14. Microphone <p>Bid of Php15,000.00 and above for each item above shall be a ground for outright disqualification for contract award.</p> <p>Partial payment shall be allowed upon contractor's submission of invoice/claim and end-user's acceptance for particular scope of work completed.</p>

II. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 1:30 PM.


Prepared by:


NICKY JONNA P. PITALLANO
 Member, PBAC Secretariat

Reviewed by:


JESON Q. DE LA TORRE
 Head, PBAC Secretariat

Approved by:


ATTY. FERDINAND B. REDULLA
 PBAC Vice- Chairperson