

## **PCC BIDS AND AWARDS COMMITTEE (PBAC)**

### **Minutes of Pre-Bid Conference “Procurement of Physical Books”**

Date: 29 November 2018

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

Present:

#### **BAC Members**

- |                     |   |                            |
|---------------------|---|----------------------------|
| 1. Vice-Chairperson | : | Atty. Orlando P. Polinar   |
| 2. Regular Member   | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member   | : | Allan Roy D. Mordeno       |

#### **BAC Secretariat**

- |              |   |                           |
|--------------|---|---------------------------|
| 1. Vice-Head | : | Ma. Celeste S. Dizon      |
| 2. Member    | : | July R. Suing             |
| 3. Member    | : | Teejay Yoshiumi J. Sakuma |
| 4. Member    | : | Merry Lyn V. Bambao       |
| 5. Member    | : | Mark Jayson R. Fajutnao   |
| 6. Member    | : | Nicky Jonna P. Pitallano  |

#### **End-User**

- |         |   |                     |
|---------|---|---------------------|
| 1. CKMO | : | Ferdinand L. Paguia |
| 2. CKMO | : | Lea C. Gomez        |

#### **Bidders**

- |                         |   |                   |
|-------------------------|---|-------------------|
| 1. Jetspeed Media, Inc. | : | Dexter Daran      |
| 2. Megatext Pil., Inc.  | : | Francisco Eugenio |
| 3. C & E Publishing     | : | Rowoaldo Urbino   |

### **I. Call to Order**

The PBAC Vice-Chairperson called the meeting to order at 01:30 PM for the **Procurement of Physical Books** under **Invitation to Bid (ITB) No. 201811-0246** at PCC Meeting Room 3.

## II. Agenda

Discussion	Recommendations/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"> <li>• PBAC through its secretariat presented and discussed the Part I of the Pre-Bidding conference – Eligibility Documents (Technical and Financial Components). Likewise, discussed the proper sealing and marking of the Bidding documents and the procurement general rules and procedures.</li> <li>• Part II of the Pre-Bidding conference – Technical Specification / Instructions for Books was presented and discussed by the end-user (CKMO).</li> </ul> <p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• The books subject of the procurement are requested by the Competition and Enforcement Office and the Mergers and Acquisitions Office as references in relative to their functions.</li> </ul> <p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"> <li>• The ABC for this project is PhP1,405,000.00</li> </ul> <p><b>D. Date/ Time of Posting, Submission and Opening</b></p> <ul style="list-style-type: none"> <li>• Posting: 21 November 2018</li> <li>• Submission: 11 December 2018, 12:00 NN</li> <li>• Opening of Bids: 11 December 2018, 01:00 PM</li> </ul>	

Discussion	Recommendation/ Agreements
<p><b>E. Question and Answer</b></p> <ul style="list-style-type: none"> <li>• Three (3) potential bidders were present during the pre-bid conference as enumerated above.</li> <li>• The following questions/ concerns were raised during the meeting: <ol style="list-style-type: none"> <li>1. Mr. Francisco Eugenio of Megatext asked for the ISBN for the Fletcher Cyclopedia.</li> <li>2. Mr. Eugenio also clarified the typographical errors such as the double entry of similar volume of books.</li> <li>3. Mr. Eugenio also added that there's already a 2018 – 2019 version of the indicated 2017-2018 Pocket Part and Finding Aid volumes of Fletcher Cyclopedia.</li> <li>4. Mr. Dexter Daran of Jetspeed Media also informed that Volume 2 2014 and Volume 6 2013 of Fletcher Cyclopedia are out of stock. Potential bidders then sought reconsideration to make a line item procurement for the project instead of procurement by lot to give a separate condition/consideration as regards the items which are out of stock.</li> <li>5. Considering that some of the items are out of stock and following that the End User will provide an extended delivery period for the same, Mr. Daran clarified the payment.</li> <li>6. In case of liquidated damages, what will be the basis – is it the total amount of the project or just the unperformed amount?</li> </ol> </li> </ul>	<p>End User to check ISBN and issue bid bulletin if necessary.</p> <p>End User clarified double entries were typographical errors and need only one copy per volume.</p> <p>End user signified preference on the latest version. Clarification will be included in the bid bulletin.</p> <p>The End User will provide a separate condition for items which are out of stock such as provision of extended delivery period. Clarification as regards the period will be included in the bid bulletin.</p> <p>Payment will be made upon the completion of delivery, therefore upon the complete delivery of the items including those volumes which are currently out of stock.</p> <p>BAC clarified that the subject procurement is made by lot, therefore</p>

Discussion	Recommendation/ Agreements
	non-delivery of all the items is considered unperformed. Thus, non-delivery of the volumes which are out of stock within the period given by the End User will incur liquidated damages based on the total amount of the contract.
<p>7. Mr. Eugenio also informed that there are volumes that are not included in the list provided, namely: Volume 1 2013 and Volume 69 2013 of Fletcher Cyclopedia.</p>	<p>End User will validate the volumes mentioned. Nevertheless, inclusion of the said volumes will not affect the ABC considering that the purchase is made per set and not per volume. Considering the same, the End User may also opt removing the list and simply provide "complete set" of the Fletcher Cyclopedia. Clarification will be included in the bid bulletin.</p>
<p>8. As regards the Anti Trust Law series, Mr. Daran also clarified the double entry of volumes. Further, it also clarified that Volumes IX onwards are Third Edition only, and not Fourth Edition.</p>	<p>Double entry of volumes are typographical errors. As regards the book edition, End User will provide clarification for inclusion in the Bid Bulletin.</p>
<p>9. Mr. Daran also asked whether the Single Largest Completed Contract (SLCC) includes contracts involving magazine and journal subscriptions.</p>	<p>The PBAC agreed to include magazine and journal subscriptions as SLCC.</p>

Discussion	Recommendation/ Agreements
<ul style="list-style-type: none"> <li>• For possible Supplemental/Bid Bulletin:               <ol style="list-style-type: none"> <li>1. ISBN for the Fletcher Cyclopedia</li> <li>2. Update/Validation on volumes required (Book Edition, Latest version, Omitted volumes)</li> <li>3. Condition for the volumes that are currently out of stock</li> </ol> </li> </ul> <p><b>F. Actions Taken</b></p> <ol style="list-style-type: none"> <li>1. The PBAC requested the BAC Secretariat to draft and issue a Supplemental Bid Bulletin to indicate the agreed necessary revision/s in the TOR.</li> </ol>	

**III. Adjournment:**

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 3:00 PM.

Prepared by the PBAC Secretariat:



**MA. CELESTE S. DIZON**  
Vice Head, PBAC Secretariat

Approved by:



**ATTY. ORLANDO P. POLINAR**  
PBAC Vice Chairperson