



MINUTES OF THE MEETING

Title/Description:

Pre-Bid Conference for the Procurement of Supply of Materials as Tokens for the Census-CBMS Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) PB No. 2024-02

Date:	Time Started:	Time Adjourned:	Venue
19 July 2024	1:45 PM	02:35 PM	PSA-RSSO X Conference Room, CDOC

Meeting President:

Jose B. Tuason, Jr., CPA – Chairperson, ROBAC

Meeting Attended by:

1. Sarah B. Balagbis – Vice-Chairperson
2. Brenda Lynn M. Castro – Member, ROBAC
3. Jocelyn G. Padayhag – Member, ROBAC
4. Neil Lester A. Gimeno – Member, ROBAC
5. Genelyn B. Laspobres – Head, Secretariat (*via online*)
6. Margie Mae L. Pino – Member, Secretariat
7. Kristine Khaye J. Cartilla – Member, Secretariat
8. Shaine E. Raluto – Member, Secretariat, GIP
9. Jessie C. Luperte – Head, TWG
10. Aldemar A. Lagarbe – Member, TWG (*via online*)
11. Prolee B. Canonigo – Canvasser
12. Mary Che D. Vitor – End-user representative

Observer:

1. Al-Yusoph Siddique R. Balt – COA Representative

Prospective Bidders:

1. Rezzi Dal O. Betita – Solar Ace Premium Products Inc.
2. Jhunie Gamayon – Solar Ace Premium Products Inc.
3. Allan Dave Alamis – Marcommmax Enterprises
4. Bettina Avecilla – Avecilla Trading (*via online*)

Absent from meeting:

1. Jucris S. Emano – Member, TWG (*on Official Business*)
2. Micay Joy Adante-Oppus – Member, TWG (*on Official Business*)
3. Joy E. Llido – Member, TWG
4. PICPA Representative
5. Oro Chamber Representative

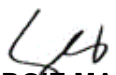





HIGHLIGHTS OF THE MEETING	
ITEMS	TOPIC/DISCUSSION/ACTION
Call to Order Roll Call	<p>The Pre-Bid Conference for the Procurement of Supply of Materials as Tokens for the Census-CBMS Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) was conducted at PSA-RSSO X Conference Room. Upon declaration of a quorum the Chairperson, Mr. Jose B. Tuason, Jr., called the meeting to order at 1:45 PM of 19 July 2024.</p> <p>The Chairperson acknowledged the presence of the prospective bidders.</p>
Invitation to Bid	<p>Mr. Jose B. Tuason, Jr., the ROBAC Chairperson, presented the Invitation to Bid.</p> <p>He highlighted the Deadline of Submission of Bids will be on the same day as the Deadline of Submission of Bids which is on August 01, 2024 at 12NN. He reminded the prospective bidders that late bids shall not be accepted. The bidders have the option to participate onsite (maximum of two representatives) or on virtual mode through Google meet with the meeting link provided in the attached powerpoint slide (slide #3 of the attached PowerPoint presentation).</p> <p>In addition, it was also presented that the Opening of Bids will also fall on the same day, August 01, 2024 at 1:30PM.</p>
Procurement Timetable	<p>Mr. Tuason presented the procurement timetable as reference for the prospective bidders in their production timeline to meet with the required delivery schedule. <i>(slide #3 of the attached PowerPoint presentation)</i></p> <p>Mr. Tuason also informed the prospective bidders that requests for extension of delivery, after award of contract, may not be granted considering the tight schedule of the project.</p>
Scope of Bid	<p>The procurement project has three (3) lots with ABCs presented in Slide 4 of the attached powerpoint presentation.</p>
Eligibility Criteria	<p>Mr. Tuason reminded the prospective bidders on the eligibility criteria. Where he gives emphasis on the SLCC, that the Bidder shall have an SLCC within the last three (3) years, that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC. <i>(slide #5-6 of the attached PowerPoint presentation)</i></p> <p>The bidders were reminded to carefully choose the lots to be placed with a bid in such a way that the SLCC is sufficient.</p>
Technical and Financial Documents	<p>Mr. Tuason also reminded the prospective bidders that the Bid Document includes a checklist of the technical and financial documents (Section VIII) as a reference for the prospective bidders. In addition, he mentioned that the templates for some of these documents (e.g. Omnibus Sworn Statement (Revised), Price Schedule for Goods offered from within the Philippines, Price Schedule for Goods offered from Abroad, Bid Form for the Procurement of Goods, and Bid Securing Declaration) are available at the GPPB website, https://www.gppb.gov.ph/downloadables.php.</p> <p>Mr. Tuason reminded the prospective bidders on the Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid to follow the prescribed template in the submission of the technical component of the bid. He also reminded to follow the prescribed template and that supporting documents such as NOA or PO are required as attachment to this statement.</p> <p>On the Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. This refers to the largest contract among the completed projects from 01 August 2021 until 01 August 2023. He also reminded to follow the prescribed template and that supporting documents such as End User Acceptance or Official Receipt or Sales Invoice is required as attachment to this statement.</p>

	<p>Mr. Tuason also emphasized that the Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1. The Bid and bid security shall be valid until 29 November 2024 from the date of opening of bids. Any Bid not accompanied by an acceptable form of bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>He also pointed out that compliance to the technical specifications must be properly accomplished with “Comply” or “Not Comply” statement to each of the specifications. The statement of compliance maybe supported by evidence in the Bidder’s Bid and cross-referenced to that evidence. The Statement of Compliance must be duly signed by the authorized representative (in all pages). Incomplete signature will render the statement of compliance with the Technical Specifications invalid.</p> <p>The prospective bidders were also reminded that the entries in their NFCC computation must be consistent with the Audited FS. Mr. Tuason mentioned that a template for NFCC computation is provided in Section IX of the Bid Document for adoption of the prospective bidders.</p> <p>All documents enumerated that form part of the Technical Bid shall be enclosed in one envelope and duly marked as “TECHNICAL COMPONENT”. The prospective bidders were also reminded to completely accomplish the prescribed forms in Section IX of the Bid Document by leaving no field blank. Specify nil quantities either by dash (-) or zero (0). They were reminded to correctly accomplish the forms ensuring accuracy and consistency of information provided.</p> <p>Mr. Tuason, pointed out that all pages of the Financial Bid, including the price schedule, must be duly signed by the Proprietor or its authorized representative, accompanied with a written authority. Financial bid forms must be prepared and sealed separately per lot.</p> <p>Moreover, there was also a reminder that there should be no blank fields. If no price is indicated, the same shall be considered as non-responsive and will be automatically disqualified. Specify if it is offered for free by indicating dash (-) or zero (0).</p> <p>See slides 7-12 of the powerpoint slide.</p>
<p>Further instructions to bidders</p>	<p>Mr. Tuason reminded the prospective bidders that each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked “TECHNICAL BID PROPOSAL” and “FINANCIAL BID PROPOSAL”.</p> <p>The Financial Bid Proposal sub-envelope must contain separately sealed (could be in a white envelope) financial bid forms and must duly marked as “BID FORM FOR <Lot No. of the participated lot>”.</p> <p>Partial bid is allowed. Bidders may submit a proposal on any of the lots, and evaluation will be undertaken on a per lot or item basis, as the case maybe.</p> <p>Mr. Tuason also requested the prospective bidders that all points of clarification and responses to clarifications shall be made in writing. The prospect bidders are given until 22 July 2024 to raise the points of clarification regarding the Bid Document. All answers to the queries received shall be integrated into the Supplemental Bid Bulletin.</p> <p>Mr. Tuason also announced that subcontracting is not allowed.</p> <p>Payment of the Bid Document can be made at the procuring entity’s physical address or via fund transfer. Details of the receiving account is presented in Slide 14 of the powerpoint presentation and the schedule of fees in Slide 15 of the attached powerpoint slide.</p> <p>Prospective bidders were reminded that they shall present its proof of payment for the bid document fee before participating in the bidding process. For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the</p>

	<p>Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.</p> <p>The requirements for the post qualification process were also presented as follows:</p> <ol style="list-style-type: none"> a. Original Copy of PhilGEPS Platinum Certificate; b. Latest Annual Income Tax Return with BIR stamp receipt or through eFPS; c. Original Copies of NOA or PO for ongoing contracts; d. Original Copy of End User's Acceptance or Official Receipt(s) or Sales Invoice of the SLCC; and e. Sample of each customized item. <p>Mr. Tuason also mentioned that templates are provided for adoption by the prospective bidders in Section IX of the Bid Document, for easy reference and to facilitate fast evaluation by the ROBAC.</p> <p>Refer to slides 13-17 of the attached document for the full set of instructions.</p>								
<p>Conditions of the Contract</p>	<p>Mr. Tuason stated that the posting of performance security shall be within ten (10) calendar days from receipt of the Notice of Award by the Bidder but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184, which states that the amount of the performance bond is equivalent to five percent (5%) of the contract price in the form of cash or cashier's/manager's check issued by a universal or commercial bank; Five percent (5%) in the form of bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank, provided that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank; or thirty percent (30%) of the contract price if in the form of surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security, and in no case later than the signing of the contract. <i>(slide #20 of the attached PowerPoint presentation)</i></p> <p>Mr. Tuason also mentioned that the supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> ➤ replacement of the defective Goods, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and ➤ courier services for returned defective items. <p>Mr. Tuason also announced that the Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Mr. Tuason also emphasized that the packaging must be clearly marked on at least four (4) sides as follows:</p> <table border="1" data-bbox="337 1729 1495 2113"> <tr> <td>Name of the Procuring Entity: Philippine Statistics Authority – X</td> </tr> <tr> <td>Name of the Supplier: _____</td> </tr> <tr> <td>Contract Description: <i>Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS</i> (provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte)</td> </tr> <tr> <td>Final Destination: PSA RSSO X Cagayan de Oro City</td> </tr> <tr> <td>Gross weight:</td> </tr> <tr> <td>Any special lifting instructions:</td> </tr> <tr> <td>Any special handling instructions:</td> </tr> <tr> <td>Name of the Procuring Entity: Philippine Statistics Authority – X</td> </tr> </table> <p>Mr. Tuason also emphasized that partial payment is not allowed. The full payment shall be processed within (30) days after the complete delivery of goods.</p>	Name of the Procuring Entity: Philippine Statistics Authority – X	Name of the Supplier: _____	Contract Description: <i>Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS</i> (provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte)	Final Destination: PSA RSSO X Cagayan de Oro City	Gross weight:	Any special lifting instructions:	Any special handling instructions:	Name of the Procuring Entity: Philippine Statistics Authority – X
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<p>Schedule of Requirements</p>	<p>Mr. Tuason mentioned that the goods shall be delivered to Limketkai Module-2 BPO and Cyberpark Bldg. Rosario Crescent, Limketkai Center Brgy 31, Cagayan de Oro City within</p>								

	twenty (20) calendar days upon issuance of Notice to Proceed. Actual delivery must not fall on a weekend or holiday. The delivered items must be bundled/segregated by province.								
Technical Specifications	The technical specifications were discussed by Mr. Tuason with corresponding specific requirements and that all should be met or the supplier could offer higher than the stated specifications. See slides 28-30.								
Clarifications raised and Agreements	Mr. Tuason and Ms. Brenda Lynn M. Castro discussed the following as per clarifications raised by the prospective bidders:								
	<table border="1"> <thead> <tr> <th>Category</th> <th>Clarifications Raised</th> <th>Agreements/Responses</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Technical Specifications</td> <td> <i>Lot 2: Customized Foldable Fan with Pouch</i> ➤ An issue was raised regarding the specified color, as there are several shades of light blue that do not match on the pantone #5EB5C7. </td> <td> ➤ The end-user opposed the suggestion since the color give importance with the branding of the project. Stick to what is indicated in the technical specs. </td> </tr> <tr> <td> <i>Lot 3: Customized Tote Bag</i> ➤ It was observed that labelling of the logo dimension of the customized tote bag was interchanged (PSA & BP Logo and the 2024 POPCEN-CBMS Logo). </td> <td> ➤ The observation is considered valid. Necessary corrections will be reflected in the Supplemental Bid Bulletin. </td> </tr> </tbody> </table>	Category	Clarifications Raised	Agreements/Responses	Technical Specifications	<i>Lot 2: Customized Foldable Fan with Pouch</i> ➤ An issue was raised regarding the specified color, as there are several shades of light blue that do not match on the pantone #5EB5C7.	➤ The end-user opposed the suggestion since the color give importance with the branding of the project. Stick to what is indicated in the technical specs.	<i>Lot 3: Customized Tote Bag</i> ➤ It was observed that labelling of the logo dimension of the customized tote bag was interchanged (PSA & BP Logo and the 2024 POPCEN-CBMS Logo).	➤ The observation is considered valid. Necessary corrections will be reflected in the Supplemental Bid Bulletin.
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Adjournment	The pre-bid conference adjourned at 02:35 PM upon hearing no further questions or clarifications.								

Prepared by:
 MARGIE MAE L. PINO ROBAC Secretariat Member
Reviewed by:
 GENELYN B. LASPOBRES ROBAC Secretariat Head
 BRENDA LYNN M. CASTRO ROBAC Member
Approved by:
 JOSE B. TUASON, JR., CPA ROBAC Chairperson & Presiding Officer