



Republic of the Philippines
Presidential Communications Operations Office
BUREAU OF COMMUNICATIONS SERVICES
Malacañang, Manila

Minutes of the Meeting – Pre-Bidding Conference for the Supply and Delivery of Reusable Face Mask for use in the Philippine Identification System Project by the Bureau of Communications Services.

Date : 16 November, 2020
Time : 1:00 P.M.
Venue : Conference Room, Office of the Director,
2nd Floor BCS Office

I. Attendance

NAME	SECTION/DIVISION	POSITION/DESIGNATION
Esther Guibone	SOD	BAC Chair
Nancy P. Covacha	PD	BAC Member
Arlene A. Barrientos	SPD	BAC Member
Romeo B. Acupan, Jr.	PD	BAC Member
John S. Salvadora	PD	BAC Member
Justine Rey Hernandez	SOD	Information Officer IV (End-user)
Rysza Rhielle R. Reyes	FAD	Administrative Assistant III
Krizzel Ann M. Pacheco	FAD	Accountant II (Accountant Chief)
Mylene T. Ranosa	FAD	Administrative Officer V (Budget Chief)
Ezra M. Nicolas	FAD	Administrative Aide IV
Yna Marei	COA Representative	COA
Big Vision International	Representative	Prospective Bidder

II. Call to Order

The Pre-Bid Conference was confirmed by the Secretariat; thus, the meeting was called to order at 1:52 p.m. by the BAC Chairperson Esther G. Guibone.

III. Matters Discussed

TOPIC/AGENDA	Discussions/Clarifications/Agreements
Technical Specifications	The BAC Chair started the conference stating the total quantity of face masks required by BCS together with inquiries to the supplier about the specifications and requirements.

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	<p>Ms. Justine Hernandez, End-user, clarified to the Prospective Bidder that BCS requires partial staggered deliveries of the items.</p> <p>Upon inquiry by Prospective Bidder about the size of the items, End-user clarified that BCS requires free size, and that however there is an approximate specification mentioned in the Bid Documents.</p> <p>The BAC chair inquired about the possibility of acquiring samples before the bidding, to which the supplier representative replied that as of the meantime, only a prototype drawing for reference on the production area is available.</p> <p>The Prospective Bidder inquired why BCS does not prefer garterized materials for the face mask, to which SOD said is due to preference, because garterized materials often loosens easily. The BAC chair further mentioned that BCS requires stretchable cotton cloth which was shown on a sample video.</p> <p>Specification for the earlobe part of the face mask to have adjuster was suggested by Mrs. Nancy Covacha, BAC Member, to which the BAC Chair replied that such specification will be expensive, thus was declined.</p>
<p>Warranty Certificate and Bid Supplement</p>	<p>The BAC Chair confirmed the clarity on deliveries and payment terms to the Prospective Bidder, to which the Prospective Bidder affirmed.</p> <p>The Prospective Bidder inquired on how they can provide documentations for the after-sales warranty because the bid document states that there will be a 15 calendar-day warranty in case the delivered items are unsatisfactory or non-compliant to the specifications.</p> <p>Mr. John Salvadora, BAC Member, responded that for legal aspect of transaction security, the Prospective Bidder may provide omnibus affidavit of guarantee which will be subject for approval by the BCS.</p> <p>The Prospective Bidder stated that although the bid securing declarations can stand as a warranty certificate, the Prospective Bidder would still like to provide an actual warranty certificate for the end users. Which was allowed by Mr. John Salvadora as long as it conforms with the terms and conditions stated in the bid documents.</p> <p>Mr. John Salvadora stated that the Prospective Bidder is not precluded to provide the additional documents as long as the required specifications are met. Ms. Arlene Barrientos, BAC Member, then requested from the committee that since the document in question is stated in the bid documents, the BCS will</p>

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	<p>have to clarify to the Prospective Supplier on where the particular document should be attached.</p> <p>Mr. John Salvadora stated that the Prospective Bidder can provide the document and have it notarized. To which Ms. Arlene Barrientos added that to address the supplier's concern, BCS-BAC shall issue bid supplement requiring documents of warranty from all suppliers upon delivery, for uniformity of transactions.</p> <p>The Prospective Bidder inquired if BCS will give a checklist of the eligibility documents that the Prospective Bidder must also provide when submitting the bid documents, to which BAC Chair responded that BCS-BAC will instead provide a supplemental bid bulletin that will indicate the list of agreed terms.</p> <p>The Prospective Bidder asked about whether the legal documents like permits are required and how shall such documents be included on bid documents. To which the BAC Chair responded that legal documents are required and absence of such attachments will result in elimination of the supplier from the bidding process.</p>
<p>Delivery Schedule and Payment Terms</p>	<p>The Prospective Bidder asked until when are they required to deliver, to which the BAC Chair clarified that the schedule will be until the second week of March, Delivery shall be every Monday and payment will be after every 2 deliveries.</p> <p>The Prospective Bidder mentioned that the third and fourth week of December will fall on holidays and therefore suggested to deliver the items in advance. To which Mr. John Salvadora expressed agreement, however the supplier shall submit in advance, a letter requesting for consideration of early delivery.</p> <p>Ms. Justine Rey Hernandez, End-user, commented that storage facility might not be enough in case of such advance delivery, to which Mr. John Salvadora expressed that Planning Division may volunteer to accommodate the items.</p> <p>The Prospective Bidder expressed a concern that they might get penalized if they encounter unexpected or uncontrolled situations that will result in their failure to deliver items on exactly Mondays. To which the BAC Chair clarified that delivery on the following day shall be considered only if there were unexpected incidents. The Prospective Bidder suggested to include this agreement to the bid supplement, to which the BAC Chair affirmed. In case of a force majeure it was agreed by the BAC Chair and BAC Members that the Supplier will be exempted.</p> <p>BAC Chair suggested that the Property and Supply Section should implement a separate ledger to monitor deliveries.</p>

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	Ms. Rysza Rhielle Reyes for Property and Supply Section suggested that we prepare one supplemental bid bulletin, to which the BAC Chair approved.

IV. Adjournment

There being no further matters for discussion, the meeting was adjourned at 2:35 P.M.

Prepared by:

ORIGINAL SIGNED
Ezra M. Nicolas
 Administrative Aide IV

Noted by:

ORIGINAL SIGNED
Rysza Rhielle R. Reyes
 OIC, Property and Supply Section

Approved by:

ORIGINAL SIGNED
ESTHER G. GUIBONE
 BAC Chairperson

ORIGINAL SIGNED
NANCY P. COVACHA
 BAC, Member

ORIGINAL SIGNED
ARLENE A. BARRIENTOS
 BAC, Member

ORIGINAL SIGNED
ROMEO B. ACUPAN, JR.
 BAC, Member

ORIGINAL SIGNED
JOHN S. SALVADORA
 BAC, Member