



**BIDS AND AWARDS COMMITTEE (BAC)**  
**Minutes of the Meeting**  
**3 February 2021**  
**via Google meet**

**ATTENDANCE:**

*BAC:*

ADA Christopher D. Chuegan – Vice Chairperson  
DM Joel A. Dominguez  
DM Cresenciano B. Minas Jr.  
DM Joan Michelle Antonio - Provisional Member / End User

*Technical Working Group (TWG) – Janitorial Services*

DM Ramon A. Javier – Head  
Dave Olano  
Elena Cheng  
Noel Gappi  
Atty. Ray Karlo Bonita  
Rosemay Aquino

*Consultant:*

Evangeline Lim  
Hengkell Ong Hoa

*Secretariat:*

Atty. Felix Francis Ople - Head  
Justine Irish C. Ignacio  
Ma. Carla N. Benito  
Ranjev M. Garcia  
Sir Gil P. Maravilla  
Rowena Acuario

*Prospective Bidders:*

Rocelle Silagan – Traders King Enterprise  
Jun Oña – Gentle Prince Inc.  
Rosemarie Dela Cruz – ACMI Office Systems  
Arlene Uy Durana – Red Maroon  
Rica Obrador – Red Maroon  
Erexel Sanchez – Asahi Design Centre Inc.  
Jhel Malbas – RGP Enterprises  
Rita Umipig – ERGO Contracts Phils.  
Teresa Villanueva – Contract World Furniture  
Anne Giselle – Infinite Quality Designs Center Inc.  
Eduardo Salvallon – NFT International Corp.  
Tanya Macabuhay  
Rose Dela Cruz





Jean Rapal

*Observers:*

Atty. Camille Borja - OGCC

## **AGENDA**

1. Pre-bid Conference for the Procurement of Supply, Delivery and Installation of Furniture and Accessories (Contract No. RO-PG2021-001);
2. Documents on Alternative Methods of Procurement Requiring Action;
3. Other Matters.

### **I. CALL TO ORDER**

The meeting was called to order at 1:09 P.M. by the Vice – Chairperson.

### **II. CERTIFICATION OF QUORUM**

The Secretariat confirmed the presence of a quorum for Item 1 with four (4) out of the five (5) members of the BAC being present. The meeting was presided by the Vice Chairperson. He noted that the meeting is conducted purely through video conferencing.

### **III. APPROVAL OF THE AGENDA**

The Vice Chairperson presented the Agenda, as contained in the Notice of Meeting dated 28 January 2021.

The Vice Chairperson asked whether there were documents to be discussed for Item 2. The Secretariat responded that there were several documents to be discussed. The Vice Chairperson then asked the BAC Members and Secretariat whether there were any other matters that needed to be discussed supposedly under Item 3. The Secretariat noted that there were no other matters to be discussed. Hence, DM Minas moved to approved the Agenda, which was duly seconded by DM Dominguez.

### **IV. DISCUSSIONS**

#### **A. Pre-bid Conference for Contract No. RO-PG2021-001**

1. The Vice Chairperson asked the Secretariat whether Observers have been invited. The Secretariat responded that the Observers were invited via email at least five (5) days before the meeting as prescribed by the *2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184*. Thereafter, the Secretariat noted that one of the observers invited has joined the meeting, namely Atty. Camille Borja of the Office of the Government Corporate Counsel (OGCC).



2. The Secretariat introduced the bidders who joined the Pre – Bid Conference via Google Meet. The representatives of the said bidders were Rocelle Silagan of Traders King Enterprise, Jun Oña of Gentle Prince Inc., Rosemarie Dela Cruz of ACMI Office Systems, Arlene Uy Durana and Rica Obrador of Red Maroon, Erexel Sanchez of Asahi Design Centre Inc., Jhel Malbas of RGP Enterprises, Rita Umipig of ERGO Contracts Phils., Teresa Villanueva of Contract World Furniture, Anne Giselle of Infinite Quality Designs Center Inc., Eduardo Salvallon of NFT International Corp., Tanya Macabuhay, Rose Dela Cruz, Jean Rapal.
3. The Vice Chairperson instructed the TWG to discuss the bidding documents.
4. DM Javier presented the salient features of the bidding documents.
5. DM Javier stated that the Approved Budget for the Contract is PhP Nineteen Million Seven Hundred Seventy – Eight Thousand Five Hundred Eighteen Pesos (PhP 19,578,518.00) for four (4) lots. The lots are as follows:

**Lot 1. Modular Workstations, Partitions and Accessories** for Eight Million Two Hundred Eighty – Three Thousand Nine Hundred Ninety – Eight Pesos (PhP 8,283,998.00)

**Lot 2. Chairs** for Six Million One Hundred Twenty Thousand Three Hundred Pesos (PhP 6,120,300.00)

**Lot 3. Loose Furniture, Soft Seating, Rugs and Plant Box** for Four Million Three Hundred Ninety-Five Pesos (PhP 4,395,000.00)

**Lot 4. Roller Blinds** for Seven Hundred Seventy – Nine Thousand Two Hundred Twenty Pesos (PhP 779, 220.00)

6. DM Javier stated that the Submission of Bids will be on 15 February 2021 before 11:30 AM while the opening of Bids will be held via Online Video Conferencing on 15 February 2021 at 2:30 PM. He then advised the bidders to coordinate with the BAC Secretariat if they want to inspect and/or purchase the bidding documents. DM Javier reiterated that the Bidding Documents and the Complete Design Plan is downloadable for free in the MWSS RO Website.
7. DM Javier thoroughly discussed the Instruction to Bidders and Bid Data Sheet. DM Javier reiterated that the SLCC should be completed within three (3) years prior to the deadline of the submission and receipt of bids. DM Javier asked the bidders to provide soft copy in Excel for the Schedule of prices for easier validation of total amounts.



8. Afterwards, DM Javier discussed the Bid Security for each lot as follows:
- A. Amount *equivalent to two percent (2%) of ABC*, if bid security is in the form of cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit.
  - B. The amount of not less than *Php978,925.90, equivalent to five percent (5%) of ABC* if bid security is in the form of Surety Bond.
9. DM Javier stated that ITB Clause 15 requires each bidder to submit One (1) Original, One (1) Photocopy, and One (1) Electronic / Scan Copy of their Bid.
10. DM Javier then proceeded to discuss ITB Clause 20.1;

*For purposes of evaluation of samples (Post Qualification):* Within the period of Twelve (12) calendar days from receipt of notice from the MWSS RO BAC that the bidder has the lowest calculated bid, the bidder shall be required to present actual samples of the furniture and accessories for evaluation as to its compliance with the prescribed specifications, certifications, and test of durability. The evaluation must be done in the presence of the authorized representatives of MWSS RO.

Furthermore, within the same period, the bidder shall be required to present the following documents and/or information:

- a. Actual sample products and/or materials to be used including specifications;
- b. Actual fabric swatches;
- c. Actual wood stained swatches;
- d. Picture and/or brochure with the technical specifications of actual items to be delivered; and

Any other information, documents and/or samples requested by MWSS RO which are necessary to prove its compliance with the required specifications.

11. DM Javier then discussed ITB Clause 20.2 to wit;

Proof of product certification registered with the Bureau of Philippine Standards of the Department of Trade and Industry or with an internationally recognized certifying body.



12. DM Javier likewise discussed ITB Clause 21.2 to wit;

Warranty Certificate on parts and services for a minimum period of five (5) years including compliance with paragraph 2 of Section 62.1 of the 2016 RIRR of R.A. 9184.

Other documents or proof of authentication/compliance as may be required by MWSS RO.

13. DM Javier discussed the Schedule of Requirement for each lot and stated that the Delivery Period is within ninety (90) calendar days upon receipt of NTP and that the Place of Delivery is at the New MWSS RO Building.
14. DM Javier reminded the bidders to state "Comply" or "Not Comply" against each of the individual parameters of each *Specification* in the Technical Specification. He then requested the consultant to discuss the Product Specifications for each lot.
15. Arch. Henkel (Consultant) presented the Product Specifications for each lot as stated in the Sec VII of the Technical Specifications.
16. The Vice Chairperson then asked the bidders if they have any clarifications in the Bidding Documents.

A bidder asked if the SLCC requirement can be within the last five years instead of the posted requirement of within the last three years, which was reiterated by another bidder. The Vice Chairperson said that the BAC will discuss the bidders' request and if granted the BAC will issue a Bid Bulletin containing such.

A bidder asked if the "Statement of All On - Going Government and Private Contracts" is just a mere statement. DM Javier answered in the affirmative and advised the bidder to just fill up the form provided. DM Minas stated, however, if the bidder qualifies the BAC may ask for the details of the contract for confirmation. He also reminded the bidder to list all contracts.

A bidder asked if Teachers' tables and chairs as well as canteen chairs may be considered in the SLCC. DM Javier said that the TWG will discuss the matter with the BAC. DM Minas stated that the answer to this particular query will be answered through a Bid Bulletin.

A bidder asked if they bid in Lot 1 do they still have to have BIFMA certificate. DM Javier answered in the affirmative. He then stated that the bidder may submit other certification equivalent to BIFMA.

A bidder asked if the BAC will consider SGS as equivalent to BIFMA. The BAC referred to the consultant and Arch. Hengkel answered in the affirmative. Arch. Hengkel stated that SGS is considered as long as it is for



the product. The bidder then asked if they will have to attach the picture of each product on the certification. Arch Henkel answered in the affirmative.

A bidder asked the title they will use if they are bidding for all the Lots. DM Javier the Title of the Procurement is "Procurement of Supply, Delivery and Installation of Furniture and Accessories (Contract No. RO-PG2021-001)", however, the bidder have to break down their bid to per lot for comparison.

A bidder asked for the height of the partition walls. DM Javier stated that it is in the specifications included in the Bidding Document. The bidder then stated that the Free Standing wall partition in the floor plan has no dimensions. Arch. Hengkel then presented the blow up details where the dimensions are indicated.

17. After the discussion the Vice Chairperson then stated that the last day for the bidder to send clarifications will be on February 5, 2021 and the last day for the BAC to issue Supplemental Bid Bulletin will be on February 8, 2021. The Vice - Chairperson then excused the bidders and observer from the meeting.

#### **B. Documents on Alternative Methods of Procurement Requiring Action**

1. Discussions on alternative methods of procurement requiring action.

#### **C. Other Matters**

1. DM Javier presented the request from the Office of the Chief Regulator on additional wall partition and stated that the request will incur additional cost of Two Hundred Sixteen Thousand Nine Hundred Pesos. DM Dominguez then stated that the request of the OCR even if with approved ABC cannot be included in the ongoing procurement and shall be treated as a variation order once awarded.


The Vice Chairperson asked the Secretariat if the ABC in the PHILGEPs can be change. The Secretariat answered in the negative. The Vice - Chairperson then stated that the request of the OCR can be treated as a repeat order after the contract is awarded. The Vice Chairperson then instructed the TWG to talk to the HTA and the Chief Regulator to discussed the matter.

### **V. ADJOURNMENT**

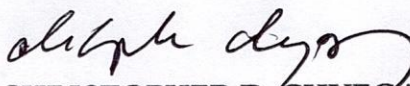
There being no other matters to discuss, the meeting was adjourned at 3:15 PM.



PREPARED BY:

  
ATTY. FELIX FRANCIS B. OPLE  
Secretariat

APPROVED BY:

  
CHRISTOPHER D. CHUEGAN  
Vice-Chairperson