



MINUTES OF PRE-BIDDING CONFERENCE

SUPPLY, DELIVERY AND NECESSARY INSTALLATION OF VARIOUS SUPPLIES AND EQUIPMENT FOR THE USE OF MT. DATA

Venue: Video Conferencing through Microsoft Teams as facilitated by TIEZA Main Office

Date: March 1, 2021

Time: 10:00 AM

PRESENT:

Bids and Awards Committee- In Quorum:

- | | | |
|---------------------------------|---|------------------|
| 1. Engr. Nestor M. Domalanta | - | Chairperson |
| 2. Atty. Niño Ruperto F. Aquino | - | Vice-Chairperson |
| 3. Mr. Hernando A. Enal | - | Member |
| 4. Ms. Ma. Evelyne A. Francisco | - | Member |
| 5. Ms. Raquel S. Dela Cruz | - | Member |
| 6. Engr. Jeffrey L. Macalalad | - | Member |

Technical Working Group:

1. Ms. Anna Leah R. Bayot
2. Ms. Leonila G. De Peralta
3. Ms. Bernadette A. David
4. Mr. Arthur M. Concepcion

BAC Secretariat:

1. Engr. Anthony V. Mendoza -Head
2. Mr. Ryan B. Constantino -Member

End-user Representative/s:

1. Ms. Mylene A. Magsino

Observer/s-duly notified:

1. Non-attendance

Bidder/s Representative:

1. Prime Essentials Manufacturing and Trading Company
2. Asian Innovate Solutions

Matters discussed and established during the meeting:

A. Technical:

1. Water tank and all other equipment that need installation shall be installed by the winning bidder.
2. Pillows with filling shall weigh 300-500 g.
3. Bidders are allowed to submit samples of their bath towel to prove a point.
4. Garden tools shall be four (4) pieces.
5. Bidders shall submit a single bid price as total for the costs of individual items included in their proposal.
6. Items to be verified/checked by the end user:
 - a. Detail of emergency medical equipment
 - b. Required dimensions of the bed box
 - c. Required size of the wall mirrors
 - d. Detail of watering hose
7. All items shall be delivered FOB Mt. Data.
8. Bidders are advised/instructed to formalize and submit any other questions and clarification not later than ten (10) calendar days from the date of bid submission.

B. Procedural:

9. Bid security shall be in any form as prescribed in Section 27 of the 2016 Revised IRR of RA 9184. Surety bond should indicate a validity of at least 120 calendar days, callable upon demand and attached with a certificate from the Insurance Commission as authorized to issue such security. A duly accomplished Bid Securing Declaration is sufficient submission for the required bid security.
10. The Single Largest Completed Contract (SLCC) shall be completed within the last three (3) years from date of bid submission, similar to the contract to be bid and at least fifty (50%) of the Approved Budget for the Contract (ABC).
11. The Audited Financial Statement shall be stamped "received" by the BIR and should not be earlier than two (2) years from date of bid submission.
12. Procedure for submission of bids:
 - a. Bidders shall submit their archived/compressed bid in a document folder and password protected online bid proposal (Technical and Financial folders) in two (2) separate emails reflecting the name of the project.
 - b. The subject of the emails should indicate the following:
 - Name of the Project/TECHNICAL PROPOSAL • Name of the Project/FINANCIAL PROPOSAL
 - c. The said bid (in soft copy) shall be submitted on or before 15 March 2021@ 9:30 a.m. to the TIEZA BAC Secretariat via e-mail to tiezabac.online@gmail.com, provided that it is in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format.
 - d. The password shall be provided by the bidder's authorized representative to the members of the BAC through the Secretariat during the opening of bids via Microsoft Teams video conferencing.

13. All prospective bidder/s shall comply with the requirements of bidding as set forth in the Revised IRR of RA 9184, Invitation to Bid, approved Purchase Request, Supplemental/ Bid Bulletin/s, and other related issuances.

Having no further clarifications and questions to be made, the BAC adjourned the meeting at 11:15 AM.

Prepared by:



ENGR. ANTHONY V. MENDOZA
Head, BAC Secretariat