



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MINUTES OF PRE-BID CONFERENCE

**Supply, Delivery and Installation of Office Furniture and Modular Partition
for the Use of TIEZA Regulatory Office**

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

Date : July 22, 2021

Time: 10:36 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. Maria Evelyn A. Francisco | - Member |
| 5. Engr. Jeffrey L. Macalalad | -Member |
| 6. Ms. Racquel S. Dela Cruz | -Member |

BAC Secretariat:

- | | |
|-----------------------------|---------|
| 1. Engr. Anthony V. Mendoza | -Head |
| 2. Mr. Ryan B. Constantino | -Member |
| 3. Ms. Katrina L. SanDiego | -Member |

End-User/s:

- | | |
|-------------------------|---------------------|
| 1. Ms. Marissa Guerrero | -Regulatory office |
| 2. Mr. Paul San Juan | - Regulatory office |

Observer:

- | | |
|--------------------|----------------------|
| 1. Ms. Eva Ogsimer | -Commission on Audit |
|--------------------|----------------------|

Prospective Bidders:

- | | |
|-----------------------------|---|
| 1. Mr. Gabino Koh Uy | -Roseco Marketing Ventures |
| 2. Mr. Elmer Debueza | -Progress Home and Furnitures |
| 3. Ma. Jamela Estrada | -Design Excellence Home and Office System Co. |
| 4. Ms. Gloria Legaspi | -FilCrafters Incorporated |
| 5. Ns. Angelica Ducut | -FilCrafters Incorporated |
| 6. Ms. Jemellie P. Gonzales | -Jan Carisse Enterprises |

Matters discussed and established during the pre-bid conference:

1. The BAC secretariat reminded the prospective bidder of the following:
 - a. The deadline for the submission of password protected bid/s in soft copy shall be on August 3, 2021 at 9:30 AM. Late submission shall not be considered.
 - b. The opening shall follow at 10:00 AM of the same date. The password/s of the protected documents earlier submitted shall be



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

- provided by the Bidder/s to the BAC through the BAC Secretariat on the said date and time.
- c. Bidder/s shall submit their bid/s in prescribed format, compressed and password protected. Submission through Google Drive will not be accepted.
 - d. Bidder/s may submit a bid securing declaration or any form of bid security in accordance with Section 27 of the 2016 Revised Implementing Rules and Regulations of RA 9184. Surety bond should indicate a validity of 120 calendar days and callable upon demand with attached certification/authorization issued by the Insurance Commission. Bonds issued by Commonwealth Insurance shall not be accepted.
2. The End-user informed attendees that Annexes A and B were already sent to BAC Secretariat as part of the Terms of References for the above-stated project. The BAC Secretariat for its part shall check the said documents and will make the necessary posting thereof.
 3. The prospective bidders asked some questions and clarifications as follows:
 - a. Are you going to provide a copy of the lay-out or purchasing of the bidding documents is necessary to have the said document?
 - The lay-out will be posted for reference. However, prospective suppliers are required to purchase the bidding documents.
 - b. Can we visit the site for inspection even though we haven't purchase yet the bidding documents?
 - Preferably, prospective bidders who purchase the bidding documents can visit the site to make an actual measurement.
 - c. Can we request for a copy of technical specifications and annexes?
 - BAC Secretariat will send the said documents to the email address of those suppliers who purchased the bidding documents.
 - d. Do you have pictures of the needed furniture's?
 - Suppliers will be the one to provide the pictures to the End-User for their reference.
 - e. Can we make the delivery period to 60 calendar days?
 - A letter on the matter shall be sent for discussion of the End-Users.
 4. The BAC Secretariat emphasized that in case there are request for clarifications or queries, it must be in writing and be submitted to BAC secretariat thru email at least 10 calendar days before the deadline for the submission of bid. TIEZA will respond thru issuance of supplemental/bid



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

bulletin which will be made available to those who purchase the bidding documents.


5. Procedure for submission of bids:
 - a. Bidders shall submit their archived/compressed bid proposals in a document folder and password-protected online 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 proposals shall be submitted on or before August 3, 2021 at 9:30AM 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 appropriate password shall be provided by the bidder's authorized representative to the members of the BAC through the Secretariat during the opening of bids on the same date which will start at 10:00 AM via Microsoft Teams video conferencing.

Having no further clarifications and questions to be made, the BAC adjourned the meeting at 11:03 AM.

Prepared By:


KATRINA L. SAN DIEGO
Technical Assistant, BAC Secretariat

Approved by:


Engr. ANTHONY V. MENDOZA
Head, BAC Secretariat