

Minutes of PMO-MOC-BAC Meeting

Pre-Bid Conference

June 6, 2019 @ 3:30PM, GAD Hall, PMO Bldg. 2, Port Area, Cagayan de Oro City

Contract for the Supply, Delivery, Installation/Structured Cabling, Testing and Commissioning of LED Flat Screen Television Sets with Wires and Accessories for the Baseport Cagayan de Oro, Port Management Office of Misamis Oriental/Cagayan de Oro (PMO-MOC)

A. Attendance:

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| 1. Claro Samuel P. Fontanilla | - Vice-Chairperson, PMO-MOC-BAC |
| 2. Roel Q. Madera | - Regular Member, PMO-MOC-BAC |
| 3. Antonio M. Torcino, Jr. | - Regular Member, PMO-MOC-BAC |
| 4. Edsel A. Calo | - Regular Member, PMO-MOC-BAC |
| 5. Maria Chona R. Fabia | - Alternate Member |
| 6. Jonathan F. Saliring | - Provisional Member |
| 7. Emiliano Aivo III A. Ramos | - Member, TWG-PGS |
| 8. Carmelita T. Dinero | - Member, TWG-EP |
| 9. Marc M. Avellana | - Head, Secretariat |
| 10. Ryan P. Nalzaro | - Member, Secretariat |
| 11. Jonathan A. Perez | - Member, Secretariat |
| 12. Elton Mark P. Lopoy | - COA Representative |
| 13. Wnyve F. Apilan | - Bidder's Representative
Savertech Computer Sales & Services |
| 14. Chezel Mae A. Sambaan | - Bidder's Representative
Microtrade GCM Corp. |
| 15. Daven P. Gamolo | - Bidder's Representative
Microtrade GCM Corp. |
| 16. Fidela M. Sanchez | - Member, Secretariat |

B. Meeting Proper:

1. The meeting was called to order by the PMO-MOC-BAC Vice-Chairperson, Engr. Samuel P. Fontanilla for the Pre-Bid Conference for the Contract for the Supply, Delivery, Installation/Structured Cabling, Testing and Commissioning of LED Flat Screen Television Sets with Wires and Accessories for the Baseport Cagayan de Oro, Port Management Office of Misamis Oriental/Cagayan de Oro (PMO-MOC)
2. Engr. Fontanilla read the attendance and acknowledged all those who are present, BAC Members, prospective bidders, as well as the COA Representative, and declared the BAC is in quorum.
3. Engr. Fontanilla asked if the prospective bidders have already bought the bidding documents, otherwise, he encouraged them to buy so they can read the instructions as stipulated in the bidding documents, including the checklist of requirements and the bidding forms.
4. He went through the details the items stipulated in the Terms of Reference (TOR), as follows: Item specifications, Objective of the project, Approved Budget for the Contract, Project sites, Scope of Work, Tools & Equipment Requirement, Qualification of Prospective Bidders and Terms and Conditions.

5. The Vice-Chairperson emphasized that specification indicated therein are only the minimum, the bidder may supply higher specs as long as their budget is within the ABC.
6. Mr. Jonathan Perez presented to the body the lay-out plan for appreciation of the prospective bidders of where the project is located, and for their guide during their on-site inspection. Engr. Fontanilla told the prospective bidders that maybe during the project implementation, there might be a slight difference or deviation in the location, but still within the area.
7. Engr. Marc Avellana discussed thoroughly the Sealing and Marking of Bids, to include among others the total number of bid documents to be submitted by the bidder, with emphasis on the "DO NOT OPEN BEFORE: June 18, 2019, 3:30PM". He also emphasized that all pages must be countersigned by the Authorized Representative/Signatory. He also encourage the prospective bidders to put tabbings in their bid proposal.
8. Bidder representative asked regarding the schedule of Site Inspection. The prospective bidder were advised to coordinate with the secretariat for the schedule of site inspection, any time after the pre-bid, and upon payment of the cost of bidding documents amounting to Five Thousand Pesos (P5,000.00), inclusive of VAT. They were advised to go along with them their technical people during site inspection. Also they were advised to attach to their technical proposal the said Certificate of Site Inspection to be issued by the Office after the conduct of the actual site inspection.
9. Engr. Fontanilla instructed the prospective bidders to look into the Checklist of requirements found in the bidding documents. Moreover, he emphasized that if the bidder has a Platinum PhilGEPS Certificate of Registration, the bidder shall submit such document together with Annex "A" during eligibility check or bid submission.
10. One bidder representative asked if we require a certain brand, Engr. Avellana clarified that specifying a brand is prohibited. Rather, the bidder can offer any brand as long as it will meet the required specification.
11. Engr. Fontanilla clarified that since this particular procurement is in One (1) lot, the bidder may put in their financial proposal the whole amount in his bid. No need to indicate the price per item. Mr. Aivo Ramos, the TWG member clarified that The Bid Tender/Financial Bid submitted by the bidders shall be inclusive of the 12% Value Added Tax (VAT). However, the VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.
12. Engr. Fontanilla informed the prospective bidders that whoever is the winning bidder, they can already start the cabling, even right after the issuance of Notice of Award considering that this procurement is urgent.
13. Engr. Fontanilla reminded the prospective bidders regarding the schedule of the Opening of Bid which will be on June 18, 2019, 3:30 at GAD Hall, PPA-PMO Building 2. Deadline for the submission of bids is 8:30AM on same day, with reference to the Biometric Scanner located at the lobby, as the official time.
14. Finally, the Vice-Chairperson asked for any questions/clarifications from the prospective bidders, and there was none, then he encouraged them to contact the Secretariat, thru Engr. Marc Avellana, if they have some clarifications.

There be no other matters to be discussed, Vice-Chairperson expressed his thanks to all present especially to the prospective bidders, and to the COA representative, and the meeting was adjourned at 4:30 PM.

Prepared:

(Original Signed)
FIDELA M. SANCHEZ
Member, Secretariat

Noted by:

(Original Signed)
MARC M. AVELLANA
Head, Secretariat

Approved by:

(Original Signed)
CLARO SAMUEL P. FONTANILLA
Vice-Chairperson, PMO-MOC-BAC