



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
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MINUTES OF MEETING

Date : June 19, 2020

Time : 3:00 PM (Friday)

Venue : BFAR OSC Conference Room, 3rd/F PCA Bldg., Elliptical Road, Diliman, Quezon City and through video-conferencing via "Zoom" application.

Agenda: Pre-Bid Conference of:
2020-15 "SUPPLY AND DELIVERY OF BFAR VIDEO/PHOTO EQUIPMENT FOR THE OFFICE PRODUCTIVITY PROJECT".

Attendance : **BIDS AND AWARDS COMMITTEE**

1. Atty. Benjamin F. S. Tabios, Jr. – *Chairman*
2. Marc Lawrence J. Romero – *Member*
3. Marylou Cabello – *Member (via Zoom)*
4. Sandra Victoria V. Arcamo – *Member (via Zoom)*
5. Nazario C. Briguera – *Member (via Zoom)*

END-USER/PROVISIONAL MEMBER

6. John Lemo Lumbre – *FIMC*
7. Augusto Hernandez – *FIMC*
8. Milky Esquilon – *End-user's representative*
9. Bryan Alcaraz – *End-user's representative*

BAC SECRETARIAT

10. Rinalyn Dumol
11. Jeruffabelle A. Bayon

TECHNICAL WORKING GROUP (TWG)

12. Marlo Demo-os – *Vice Chaiman, TWG (via Zoom)*
13. Randy Emmanuel Dela Cruz – *Member, TWG*

PROSPECTIVE BIDDER/S

14. Jay-ar Victoria – *Trends & Tech Inc.*
15. Jay Ralph Barrantes – *HLYC Trading (via Zoom)*
16. Eugene Lozano – *Innovalite*
17. Calos Villamayor – *Innovalite*

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 3:00 PM with the Chairman presiding. 2. The Chairman presided the conference and acknowledged the presence of the attendees who are physically present and those that are via Zoom Application. 3. Having established the required quorum, the Chairman proceeded with the discussion of the Invitation to Bid (ITB) as posted and the general requirements for the procurement project. 4. After the discussion, the Chairman made sure that the prospective bidders are on the same page. He also hopes that the prospective bidders already read the bidding documents and because it was already posted in the BFAR website, PhilGEPS, and agency's conspicuous places particularly in the bulletin board of the BAC Secretariat's Office.
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Discussion:

BID DOCUMENTS													
INVITATION TO BID	<ol style="list-style-type: none"> 1. The procurement project has an Approved Budget for the Contract (ABC) amounting to FIVE MILLION THREE HUNDRED EIGHTY SEVEN THOUSAND PESOS ONLY (Php 5,387,000.00). The schedule and venue of the procurement activities were also discussed: xxx <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">PROCUREMENT ACTIVITY</th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">TIME</th> <th style="width: 30%;">VENUE</th> </tr> </thead> <tbody> <tr> <td>DEADLINE OF SUBMISSION OF BIDS</td> <td>July 01, 2020 Wednesday</td> <td>2:30 PM</td> <td>BFAR BAC OFFICE 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> <tr> <td>DATE OF OPENING OF BIDS</td> <td>July 01, 2020 Wednesday</td> <td>3:00 PM</td> <td>BFAR Conference Room 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> </tbody> </table> <p>xxx</p> <ol style="list-style-type: none"> 2. The Chairman emphasized that late bids shall not be accepted. 3. The Chairman clarifies to the prospective bidders that the project is consists of one (1) lot. The price offer should not exceed the ABC. 4. The cost of the bidding documents where the prospective bidders wishes to bid on was also explained. It is in the amount of Php 6,500.00. 	PROCUREMENT ACTIVITY	DATE	TIME	VENUE	DEADLINE OF SUBMISSION OF BIDS	July 01, 2020 Wednesday	2:30 PM	BFAR BAC OFFICE 3 rd Flr. PCA Bldg., Diliman, Q.C.	DATE OF OPENING OF BIDS	July 01, 2020 Wednesday	3:00 PM	BFAR Conference Room 3 rd Flr. PCA Bldg., Diliman, Q.C.
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INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS												

<p>BID DATA SHEET</p>	<p>1. The Chairman said that the Single Largest Completed Contract (SLCC) must be equivalent to at least fifty percent (50%) of the ABC and it should have been completed within 5 years prior to the deadline for the submission and receipt of bids. For this purpose, similar contract shall refer to:</p> <p style="text-align: center;">Lot 1 and Lot 2 : Supply and Delivery of Video and Photo Equipment</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>The Technical Specifications for Lot 1 was the first to discuss. The Committee asked the prospective bidders if they have questions on the specifications.</p> <p>There were no questions raised on the technical specifications for the Branded Brand New Camera but the Chairman made some reminded on the typographical to the Secretariat in order to include in the Supplemental Bid Bulletin.</p> <p>While, on the other requirement the prospective bidders raised some questions. Based on the other requirements all parties agreed to include Local Distributor as to issue a certification that the bidder is authorized to sell their products.</p> <p>Also, a Certificate of Warranty and After Sales Support with the following Terms And Conditions mentioned in the bidding documents is part of the requirement. Under the conditions it was agreed by all parties to change the statement under letter b, to this statement, <i>“On-site support shall be provided for in the technical office of the distributor delivered within twenty-four (24) hours from verbal/written by the END-USER Agency, with cut-off time 2:00 pm per working day. Verbal/Written notifications received after 2:00pm will be addressed by suppliers the following working day. Winning bidder/supplier will be obligated to submit a list of technical offices/service center of the distributor for on-site support.”</i></p> <p>Also, to consider the on-site support because the distribution of these cameras are for regional office of the agency. Therefore, the bidder will update the Committee if are they going to request to make the on-site support delivered within forty-eight (48) hours.</p> <p>For Lot 2, it was found out that the specifications were incomplete, so the additional specifications will be included in the Supplemental Bid Bulletin. No changes on the Approved Budget for the Contract were made on this matter.</p> <p>And, an agreement made under “Other Requirements” from Lot 1 will be the same as for Lot 2.</p>

BIDDING FORMS	NO QUESTIONS FROM BIDDERS
CHECKLIST OF BID ENVELOPE REQUIREMENTS FOR BIDDERS	NO QUESTIONS FROM BIDDERS
OTHER MATTERS	The Committee reminded the bidders on the dates of deadline of submission of the bidding documents and the bid opening.
ADJOURNMENT	Having no other matters for discussion, the meeting adjourned at 4:00 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted June 19, 2020 .

Prepared by:

Original signed

IERUFFABELLE A. BAUYON

BAC Secretariat

Noted by:

Original signed

MADELEINE E. MANAPAT

Head, BAC Secretariat

Approved by:

Original signed

ATTY. BENJAMIN F.S. TABIOS, JR.

Chairman, BAC