



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

FIVE (5) - YEAR PREVENTIVE MAINTENANCE SERVICES (PMS) OF VARIOUS EQUIPMENT AT DCOD

NOVEMBER 03, 2020 (TUESDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
NEIL F. HERNAEZ
NICHOLAS C. BALBUENA
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
JULINA ROSE DL. DE OCAMPO

TWG Representatives: ELMER D. MESCALLADO
GILBERT A. CACAFRANCA
FRANCIS F. FLORES

Participating Bidders: TOUCHCORE -Gerlie Gomez
Ron Dela Cruz
VERTIV - Leonard Ancajas
Reema Solmiano
APEC - Dynna Ignacio

1. The Pre-Bid Conference was called to order at 3:15 P.M.
2. The published Approved Budget for the Contract is are as follows:

Lot I -Preventive Maintenance of Precision Air-con at DCOD (1-20TR STULZ) for Five (5) Years	₱1,036,935.00
Lot II -Preventive Maintenance of 2-225kVA Chloride UPS at DCOD for Five(5) Years	₱5,911,763.00
Lot III -Preventive Maintenance of Precision Air-con at DCOD (3-20TR Data Aire) for Five (5) Years	₱5,100,120.00

3. The following observers were invited through BAC notice dated 26 October 2020:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.

3.4 Makati Business Club

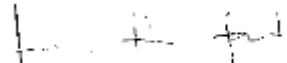
3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, none of them attended the activity.

4. Nobody paid the Bidding Documents at the time of the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. No issues/clarifications were raised during the Pre-Bid Conference:
7. The BAC Secretariat announced the Composition of Envelopes No.1 (Eligibility and Technical Documents) and No.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:
 - a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - b) Quarterly VAT for the period January to June 2020;
 - c) SEC/DTI Registration;
 - d) 2020 Mayor's Permit;
 - e) Valid Tax Clearance;
 - f) 2019 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:
 - a) Signed by the Notary Public (attorney) himself/herself;
 - b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.
10. The BAC Secretariat also presented the schedule of the following activities:

10.1 Deadline of Written Queries	: Wednesday, 04 November 2020
10.2 Issuance of Bid Bulletin	: Friday, 06 November 2020
10.3 Submission and Opening of Technical and Financial Proposal	: Monday, 16 November 2020 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

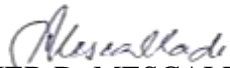
Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed: 11/06/2020

Certified Correct:


ROSALYN AZUL-CONDAT
OIC & Concurrent Acting CEO III
Administrative Support Section
BAC Secretariat
Date Signed: 11/06/2020
Pre-Bid Conference
PMS DCOD
03 November 2020

Concurred by:


ELMER D. MESCALLADO
TWG Chairperson
Date Signed: 11/06/2020

Approved by:



ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson
Date Signed: 11/06/2020