

**Bids and Awards Committee for Goods  
Pre-Bid Conference  
Bidding for the Procurement of Audio and Video System  
for BCDA Clark Extension Office 2018  
Board Room, BCDA Corporate Center  
2/F Bonifacio Technology Center, 31<sup>st</sup> BGC, Taguig City**

**27 July 2018**

**Minutes of the Meeting**

Present:

**Bids & Awards Committee (BAC) for Goods:**

Chairperson BGen Carlos F Quita (Ret)  
Members Samuel John L. Vidallon  
Atty. Gisela Z. Kalalo

**Technical Working Group (TWG):**

Members Almira C. Clarianes  
Elmer C. Elizaga  
Vicky M. Natividad

**Secretariat:**

Members Atty. Leah Anne R. Maligaya  
Queennie P. Bautista  
Vienna Inah M. De Francia

**End-User:**

Alexander S. Mijares

**Prospective Bidders:**

Dante Itutud	Microdata	Mark Orleans	UAS
Abie Garcia	Microdata	Krishna Jeremias	MDS/Microdata
Dustin Tagudin	AVLS	Kristine Bio	Pronet
Erwin Paruli	AVLS	Gary Garcia	Pronet
Beverly de Guzman	AVSC	Alfie Naag	Lyric
May Ariola	AVSC	Trishel Tanan	Brightbox
Roberto Balderas	AVSC	Anthony Abrantes	Brightbox
Ryan Gorrero	UAS	Carlo Lagula	SEPCO
Robi Andres	UAS		

The Pre-Bid Conference for the **Bidding for the Procurement of Audio and Video System for BCDA Clark Extension Office 2018** was presided by BAC-G Chairperson Carlos F Quita (Ret).

## **1. Call to Order**

There being a quorum, Chairperson Quita called the Pre-Bid Conference to order at 10:24PM. He opened the meeting by introducing the BAC Members and welcoming the prospective bidders to the Pre-Bid Conference. He likewise mentioned the names of the representatives of the Prospective Bidders. He briefly discussed the flow of the Pre-bid Conference stating that the promotional six-minute video on New Clark City and other BCDA projects would be shown, thereafter, Technical Specifications will be presented and finally, a presentation by the TWG as to Checklist of Requirements for both eligibility and financial requirements. He emphasized that the prospective bidders may ask their questions/clarifications after every presentation.

## **2. Highlights of the Meeting**

2.1. Mr. Mijares presented and discussed the Technical Specifications required for Audio and Video System for BCDA Clark Extension Office 2018.

Mr. Elizaga, on the other hand, presented and discussed the Checklist of Requirements for Bidders, Bid Security and other matters relative to the submission of bids.

### **2.2. Questions from the Bidders**

a. Mr. Mark Orleans of Universal Access and Systems Solutions inquired if there is a need to rewrite the Technical Specifications form.

Ms. Clarianes replied that the form is found in the Bid Documents and they can use the same in indicating whether they are compliant with every set technical specification.

b. Mr. Orleans further inquired if Warranty Certificate is necessary in every item of the audio and visual system to be procured.

Chairperson Quita replied that the release of such warranty certificate is a standard and he added that in the Bid Bulletin to be issued later on; this requirement shall be specified in the Bid Documents.

c. Mr. Alfie Naag of Lyric inquired whether it is a must that each of the potential bidders shall have an in-house licensed Electronics Communications Engineer (ECE).

Chairperson Quita said that the official reply to this matter shall be made on a Bid Bulletin since ordinarily, most companies do not have in-house licensed ECE but only have freelance.

d. Ms. May Ariola of AVSC asked whether there is a required size for the markings on the envelopes to be submitted.

Mr. Elizaga said that there is none. As long as the font size is readable on the envelope, the same is sufficient.

- e. Ms. Kristine Bio of Pronet Systems asked about the definition of "Similar Contract". Her concern was that, what if a company submitted a project majority of which is not related to audio and visual system but partially, will that suffice.

Chairperson Quita said that upon inquiry and discussion of this matter, an official reply shall be released by way of Bid Bulletin.

### 3. Clarifications from the BAC

- a. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- b. The bid documents can be accessed in the PhilGEPS and BCDA Websites.
- c. The necessary bid bulletin shall be posted in PhilGEPS and BCDA websites on **21 July 2018 (Saturday)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- d. The bidders have to purchase the bid documents before they can be allowed to submit their bids. They can still purchase the bid document until the day of submission.
- e. The computation of the bid security shall be based on the Approved Budget Contract (ABC).
- f. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- g. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- h. NFCC Computation should be based on the audited Financial Statements for the year 2016 or 2017 whichever is available, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the Approved Budget of Contract (ABC).
- i. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

### 4. Reminders from the BAC

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is 30 July 2018 (Monday)**.
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.


**The deadline for the submission of bids for the Bidding for the Procurement of Audio and Video System for BCDA Clark Extension Office 2018 on 09 August 2018 (Thursday) at 1:00PM at the BCDA Central Receiving and Releasing Area (CRR) located at the 2<sup>nd</sup> Floor**

Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 1:00PM of 09 August 2018 (Thursday) shall not be accepted.**

- a. Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.
- b. **Bid opening shall be on 09 August 2018 (Thursday) at 2:00PM** at the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- c. Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- d. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification evaluation, and signing of the contract
- e. The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc..
  - i. Omnibus Sworn Statement
  - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement )
  - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

There being no other matters to discuss relative to the **Bidding for the Procurement of Audio and Video System for BCDA Clark Extension Office 2018**, the Pre-bid Conference was adjourned at 11:30AM.

Prepared by:



**QUEENNIE P. BAUTISTA**  
Member, BAC-G Secretariat

**BIDS AND AWARDS COMMITTEE FOR GOODS**

**BGEN CARLOS F QUITA (RET)**  
Chairperson

**MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

**SAMUEL JOHN L. VIDALLON**  
Member

**GISELA Z. KALALO**  
Member

**CHRISTIAN PAOLO R. QUILLAMOR**  
Member