



DENR Bids and Awards Committee for Regular Operations

MINUTES OF BAC MEETING

03 November 2021

- Venue** : DENR Main Building &
Online via Google Meet Platform
- Date/Time** : 03 November 2021, Wednesday, 10:00 AM onwards
- Agenda** : 1. Pre-Bid Conference for the Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for DENR-Central Office under Bid Ref. No. DENR-CO-2021-033
2. Pre-procurement Conference for the following DENR-Central Office requirements:
- a. Repair and Renovation of Legal Affairs Service Office under Bid Ref. No. DENR-CO-2021-040
 - b. Procurement of Janitorial Services for CY 2022 under Bid Ref. No. DENR-CO-2021-042

I. ATTENDANCE

DENR Bids and Awards Committee

Asec Marcial C. Amaro, Jr.	Chairperson
Atty. Norlito A. Eneran	Vice-Chairperson
Engr. Gilbert C. Mondroy	Member

DENR Technical Working Group

Engr. Roberto M. Aguda	Member
Ms. Dianne G. Ibias	Member
Mr. Francis Jan V. Castro	Member
Mr. Lamberto S. Ramos	Member
Ms. Ann Joanna B. Villarama	Member
Ar. Katrina Carla I. Catapang	Member/End-user representative
Ar. Jamielle Vanessa Sapalagio	Member/End-user representative
Mr. Jack Victor Nera	Member/End-user representative
Ms. Kristinne Mamaradlo	Member/End-user representative
Mr. Angelito L. Estrada	Member/End-user representative
Mr. Nel James B. Aquino	Member/End-user representative
Engr. Maria Cristina Ishida	Member/End-user representative
Ms. Cecile Unarce	Member/End-user representative
Engr. Rodney Villanueva Diaz	Ad hoc Member
Ms. Lia Cassandra A. Logmao	Ad hoc Member
Ms. Ma. Rosario T. Santiago	Ad hoc Member
Ms. Alleli G. Vergara	Ad hoc Member

Other Attendees

BAC Secretariat members
Procurement Staff
Other Office Staffs

Attendance of Bidder/s

Bidders	Representative/s
Pre-Bid Conference for the Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for DENR-Central Office under Bid Ref. No. DENR-CO-2021-033	
1) Aquasure Water Trading	Ms. Doreena Jean Tandayu
	Mr. Jay M. Tandayu
2) Daco Sales Corp.	Mr. James Yoon Look
3) Maris Pure Corp.	Ms. Jennifer Camento Sabino
	Ms. Maria Cecilia B. Lara

**Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 03 November 2021*

I. CALL TO ORDER

The meeting was called to order at 10:00 AM and presided by the BAC Chairperson, to discuss the agenda stated above.

II. ROLL CALL

The BAC Secretariat called the roll and informed the BAC Chairperson that three (3) members are present which constitute a quorum. The BAC Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

III. SALIENT FEATURES OF DISCUSSION

1. Pre-Bid Conference

Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for DENR-Central Office under Bid Ref. No. DENR-CO-2021-033

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the abovementioned prospective bidders for the subject project.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulation (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
 - ✓ Packaging and Envelope Labeling Instructions
 - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements
 - ✓ Invitation to Bid
 - ✓ Instructions to Bidders
 - ✓ Bid Data Sheet
 - ✓ General Conditions of the Contract
 - ✓ Special Conditions of the Contract
 - ✓ Eligibility Documents

- Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
 - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
- Statement of all its ongoing government and private contracts
 - Form provided as per Annex I of the bidding documents
 - Within the last 3 years
- Statement of the Bidder's Single Largest Completed Contract (SLCC)
 - Form provided as per Annex I-A of the bidding documents
 - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
 - With attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice or Collection Receipt.
- Original Bid Security

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
1,744,200.00	34,884.00	87,210.00	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
 - Duly conformed per Section VI and VII of the bidding documents.
 - Write "comply" only.
 - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- Omnibus Sworn Statement
 - Form provided as per Annex III of the bidding documents
 - Usage of any of the following" or "and/or" in specifying the authorized representative/s.
 - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
 - Attached Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary's Certificate/Board Resolution

- Audited Financial Statements (AFS)
 - Submit 2020 AFS with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021
- Net Financial Contracting Capacity
 - Form provided with detailed computation as per Annex IV of the bidding documents
 - Computation must be equal to the ABC of the project
 - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC
- ✓ Financial Documents
 - Completed and signed Financial Bid Form per Annex VI of the bidding documents
 - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
 - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
 - Signed and Accomplished Prices Schedule(s) per Annex VI-A or VI-B.
- ✓ Additional Post-Qualification Documentary Requirements under the Bid Data sheet of the bidding documents.
- After the presentation, the prospective bidders were given the chance to raise their queries and clarification which were answered as follows:

Queries/Clarifications	Response
Statement of Single Largest Completed Contract (SLCC)	
Can this be adjusted from 50% to at least 30% of the ABC?	The committee informed the bidders that the body cannot adjust because it is a standard requirement by law and implementing rules and regulation.
Terms of Reference as of 21 October 2021	
There was no specification indicated regarding the caps to be used for the 5 gallon containers of the Purified Water. May we request to include "NONSPILL AND NON-REUSABLE CAPS" to ensure the cleanliness and safety of water being delivered?	The observation was noted and request was granted, which will be officially reflected thru an Supplemental Bid Bulletin No. 1 to be issued not later than 09 November 2021
From Maris Pure Corp. representative "Our business is a franchise and I don't have the above certificate under our business name but I have a certification from our franchisor that our device is registered to the Department of Health (DOH). Is this acceptable?"	In lieu of valid and current Certificate of Health Related Device Registration issued by the DOH, Bidders may opt to submit Certificate of Product Registration and/or License to Operate issued by DOH. Also, bidders who are under franchising agreement must secure a copy of the below certifications: <ul style="list-style-type: none"> i. Certification issued by the DOH to the franchisor certifying that its device is registered; and ii. Certification issued by the franchisor certifying that the bidder is an authorized franchisee and is using the same device.
Will there be a plant visit to check on the manufacturing of the water during the bidding process?	Yes, ocular Inspection will be conducted during Post-Qualification process.

Before the presiding officer terminated the discussion, all bidders were informed that they can still submit additional queries through email and/or telefax on or before 05 November 2021, 12:00 NN.

- After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 05 November 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders and submit the Revised Terms of Reference on or before 09 November 2021 in order to proceed with the scheduled Bid Opening on 16 November 2021.
- For the Secretariat, to include changes/amendments on the SBB No. 1 and ensure that for the succeeding projects, provisions in the bidding documents are updated/revised based on the latest issuances relative to the procurement
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to Php5,000.00 not later than the scheduled submission of bids on 16 November 2021, 8:30 AM to be able to participate in the bidding.

2. Pre-procurement Conference

Due to an equally important activity to be attended by the Chairperson, the after session was presided by the Vice Chairperson to discuss the following process:

A. Repair and Renovation of Legal Affairs Service Office under Bid Ref. No. DENR-CO-2021-040

- The Committee confirmed/determined the following:
 - Approved Budget for the Contract (ABC) is ₱5,000,000.00 with corresponding earmarking of funds
 - In accordance with the 2022 PPMP & 2022 Indicative APP
- The BAC Secretariat presented to the BAC the prepared bidding documents of the said project specifically the (1) Proposed Schedule of Bidding Activities as follows (2) Post-Qualification Documentary Requirements, (3) Terms of Reference and (4) Technical Requirements:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 04 November 2021	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders re: Pre-Bid Conference	10 November 2021, (Wednesday) 10:00 AM	Online via Google Meet Platform
3. Pre-Bid Conference	11 November 2021, (Thursday) 1:30 PM	Online via Google Meet Platform
4. Submission of Bid Documents	25 November 2021, (Thursday) 8:00 AM	BAC Secretariat Office Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
5. Opening of Bids	25 November 2021, (Thursday) 2:30 PM	Online via Google Meet Platform

- The BAC agreed with the proposed schedule of the bidding activities.
- During the discussion, some issues and concerns were raised as follows:

Issues/Concerns	Response
The numbering of conditions under 6.8 Progress Payments should be arranged accordingly (6.8.1, 6.8.2,)	Observation was noted, end-user to revise the TOR.
Include requirements for Glassworks in the Bill of Quantities as preferred by the project receiver.	The End user/GSD to determine and consider the needs and requirements of the Legal Service Office on the Glass works (glass door,walls)

- The BAC Chairperson to sign the Invitation to Bid for posting at PhilGEPS and DENR websites, upon submission of the revised TOR by the end-user unit.

B. Procurement of Janitorial Services for CY 2022 under Bid Ref. No. DENR-CO-2021-042

- The Committee confirmed/determined the following:
 - Approved Budget for the Contract (ABC) is ₱31,284,391.68 with corresponding earmarking of funds
 - In accordance with the 2022 PPMP & 2022 Indicative APP
- The BAC Secretariat presented to the BAC the prepared bidding documents of the said project specifically the (1) Proposed Schedule of Bidding Activities as follows (2) Post-Qualification Documentary Requirements, (3) Terms of Reference and (4) Technical Requirements:

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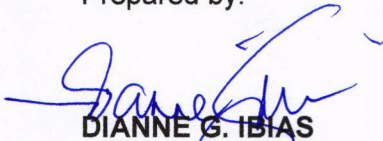
Issues/Concerns	Response
Can we be clarified on the Notation about the Equipment and Supplies to be provided by the Service Provider and what to turnover to the Department thru GSD?	End-user to clarify, itemize the indicate in the TOR on what to include and what to turnover in the Department which will also be reflected on Annex VI-B or the Detailed Financial Breakdown for Various Supplies and Equipment of the Bidding Documents.
Clarification on the Certificate of Acceptance on the items provided by the Service Provider	To include in the TOR the measures for issuing Certificate of Acceptance to Service Provider on the Supplies and Services to be provided and rendered.

- The BAC Vice Chairperson to sign the Invitation to Bid for posting at PhilGEPS and DENR websites, upon submission of the revised TOR by the end-user unit.

III. ADJOURNMENT

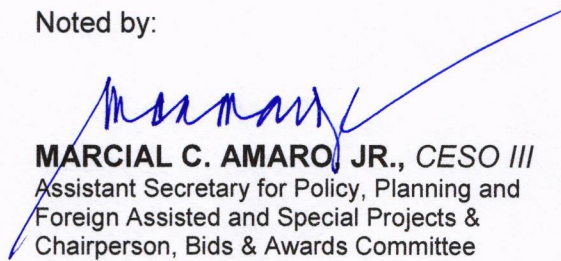
There having no matters to discuss, the BAC meeting was adjourned at 2:58 PM.

Prepared by:



DIANNE G. IBIAS
 OIC-Chief, Procurement
 Management Section, PSMD &
 Head, BAC Secretariat

Noted by:



MARCIAL C. AMARO, JR., CESO III
 Assistant Secretary for Policy, Planning and
 Foreign Assisted and Special Projects &
 Chairperson, Bids & Awards Committee