

**PRIVATIZATION AND MANAGEMENT OFFICE
BIDS AND AWARDS COMMITTEE**

4th floor Conference Room, 104 Gamboa Street, Legaspi Village, Makati City

MINUTES OF THE MEETING

PRE-BID CONFERENCE:

**One (1) Lot Supply, Installation and Commissioning of Two (2) Brand New Elevator Units/System
for the Seven- Storey with a Basement and Penthouse of the PMO Building (PMO 03-2018)**

4th Floor Conference Room

June 4, 2018

PRESENT:

MELINDA B. CORTEZ (MBC)	Chairperson
CESAR LUIS M. PARGAS (CLMP)	Vice Chairperson
DANTE M. PANTE (DMP)	Provisional Member

ALSO PRESENT:

RITOREY T. DIARON (RTD)	Member, Technical Working Group
EARL JOHN G. PAJARO (EJGP)	Member, Technical Working Group
EMMA ESPER C. TAGABI (EECT)	Member, Secretariat
SHAIRA MAE T. MALAPAD (SMTM)	Member, Secretariat

CECILIA T. SUBANA	Industrial Philippines and Global Corp.(IPGC)
MARK MARQUEZ	Industrial Philippines and Global Corp.(IPGC)
LALA RAMIREZ	DEX International Co.(DIC)
FRANCIS BUSTARGA	Powerlift Elevator and Escalator Corp.(PEEC)
NORIANNE D. DAVID	IFE Elevators, Philippines

The meeting was called to order by Chairperson MBC at 2:05 PM. The Chairperson welcomed the representative from Industrial Philippines and Global Corp., DEX International Co., Powerlift Elevator and Escalator Corp., IFE Elevators, Philippines and she introduced the members of the BAC.

MBC presented the Instructions to Bidders (ITB) and DMP discussed the TOR. The following matters were discussed and given emphasis:

1. SEALING AND MARKING OF BIDS. MBC reiterated on the submission of Bids, the BAC will apply the two envelope system. Overall there are six (6) envelopes that will be submitted by the bidders;
 - a. **One (1) -original Eligibility and Technical Docs**
 - b. **Copy 1 - original Eligibility and Technical Docs**
 - c. **Copy 2 -original Eligibility and Technical Docs**
 - d. **One (1) -original Financial component**
 - e. **Copy 1- original Financial component**
 - f. **Copy 2 -original Financial component**

The above documents will no longer be required to be enclosed into one bigger envelope.

2. Brand being distributed in the Philippine market for 15 years up. DIC asked for the clarifications on the number of years of elevator brand in the industry. DMP explained that in a seminar attended which was conducted by AGIA, the lecturer suggested that an elevator brand must be at least 20 to 50 years already in the market to show its durability and performance, so that the procuring entity can be assured and guaranteed that it is already proven and tested. As it was discussed during the Pre-Procurement, the BAC decided that prospective bidders should be at least five (5) years already in the elevator industry or of the same business and must submit certification from the elevator manufacturer that the Bidder is the authorized/professional partner/ distributor of the elevator brand, provided that the said brand has been distributed or out in the Philippine market.
3. All prospective bidders are reminded to submit a Bar Chart or a Gantt Chart that would show the: (a) sequence of installation activities, (b) period of accomplishment per installation activity, and (c) corresponding percentage of accomplishments per period as part of their Eligibility Requirement for easy assessment of task accomplishment of the service provider.
4. Traction Machine "FN/Gearless Traction". DI asked the meaning of "FN". It was discussed that "FN" is not a generic term and was agreed that the word "FN" will be deleted.
5. Clarification was made that the bidders were requested that a duly notarized Special Power of Attorney (SPA) or Secretary's Certificate, attesting the authority of the signatory as the duly authorized and designated representative of the corporation, partnership or joint venture must be attached to the Omnibus Sworn Statement. The SPA or Secretary's Certificate must be specific to the bidding of One (1) Lot Supply, Installation and Commissioning of Two (2) Brand New Elevator Units/System for the Seven-Storey with a Basement and Penthouse of the PMO Building.
6. Authorization or Special Power of Attorney (SPA) must be submitted by the bidder's representative in case the authorized signatory is not present during the submission and opening of bids.
7. All prospective bidders shall submit a Bid Securing Declaration (Annex "D" in the Bidding Documents) or any form of Bid Security in the amount stated in the BDS. In reference to Section 18.1 of the ITB.
8. Each bidder shall submit one (1) authenticated copy and two (2) copies of the first and second components of its bid. All pages of the bid proposals including the copies thereof other than the signature pages, shall be initialed by the Bidder's authorized signatory. In reference to Section 19.4 of the Instructions to Bidders (ITB) and Bid Data Sheet (BDS) item 20.3
9. Automatic Voltage Regulator (AVR) is being added in the minimum specifications listed in Clause V (2) with no additional cost to PMO.

MBC also reminded the bidders to submit the updated requirements as required by BAC and for those company who have not yet conducted the ocular inspection, they are requested to coordinate with DMP for the schedule of ocular inspection.

It was agreed that PMO will issue a Supplemental Bid Bulletin for the aforementioned as stated in items 1 to 9. There being no other matters to discuss, the meeting was adjourned at 3:22 PM.


EMMA ESPER C. TAGABI
Member, Secretariat

WE ATTEST:



MELINDA B. CORTEZ
Chairperson



CESAR LUIS M. PARGAS
Vice Chairperson

(On Leave)
CONCHITA Q. SAGUN
Member

(On Leave)
MA. LIRIO A. ZABALA
Member



DANTE M. PANTE
Provisional Member, End-User