

Minutes of Pre-Bid Opening
PROCUREMENT OF 2020 CPH Office Supplies and Materials
Public Bidding No. 2019-004
29 November 2019 (10:00 AM)/ EDSA Grand Residences Training Room

IN ATTENDANCE:

Regional Office Bids and Awards Committee (ROBAC)

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| 1. Marilyn P. Vergara | Chairperson |
| 2. Elmor G. Barroquillio | Vice Chairperson |
| 3. Amelia G. Basilio | Member |
| 4. Maria Theresa T. Piñero | Member |

Technical Working Group (TWG)

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|-------------------------|----------------|
| 1. Helen L. Adolacion | Head |
| 2. Jing C. Rocabo | Assistant Head |
| 3. Jose Ariel De Guzman | Member |
| 4. Narciso H. Dino | Member |

Secretariat

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| 1. Richard P. Tolentino | Head |
| 2. Vilma J. Borreo | Member |
| 3. Gerald M. Morada | Member |

End-User

- | | |
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| 1. Danilo R. Cubinar | PSA NCR PSO I |
| 2. Evelyn F. Bermudez | PSA NCR PSO III |
| 3. Estrella R. Vargas | PSA NCR RSSO SOCD |

Observer

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| 1. Raymund VM Reyes | COA PSA NCR |
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Bidders:

- | | |
|-------------------|--------------------------------|
| 1. Emily Collado | Mitusi Trading Phils. Ltd. Co. |
| 2. Jean Canonoy | Mitusi Trading Phils. Ltd. Co. |
| 3. Angeli Tuazon | Mitusi Trading Phils. Ltd. Co. |
| 4. Jackie Galzote | Womanfine Clothing, Inc. |
| 5. Yen Barrientos | Zashen Fashion |

HIGHLIGHTS OF THE PRE-BID CONFERENCE:

I. CALL TO ORDER

The Bid Opening for the "Procurement of 2020 CPH Office Supplies and Materials" was called to order at 10:00 AM by the ROBAC Chairperson Marilyn P. Vergara. The Bid Opening prayer was led by ROBAC member Amelia Basilio. The Head of the Secretariat had a roll call of the attendees: ROBAC, TWG, Secretariat, COA PSA NCR, observers. The ROBAC chairperson also acknowledged the presence of the representatives of the bidders.

II. INVITATION TO BID

The Purpose of the Pre-Bid Conference was explained by Ms. Marilyn P. Vergara, ROBAC-Chairperson while the General Requirements for the Government Procurement of 2020 CPH Office Supply and was presented by Secretariat Head, Richard P. Tolentino. Presentation outline included the following:

1. Purpose of the Pre-Bid Conference
 - To clarify and address bidder's questions on the different aspects of the procurement at hand; and
 - For bidders to fully understand the requirements
2. General Requirements for the Government Procurement of Goods
 - a) Governing Rule: RA 9184
 - b) Bidder's Eligibility
 - c) Documents Required During Bid Opening
3. Schedule of Requirements and Technical Specifications
4. Procurement Timeline
5. Protest Mechanism
6. Communication Protocols

III. ISSUES AND CONCERNS

The following are clarifications of certain provisions of the bidding documents.

INVITATION TO BID

1. Bids must be duly received by the ROBAC Secretariat at the address below on or before 16 December 2019, 9:00AM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

BID DATA SHEET

1. Each Bidder shall submit One (1) original and Two (2) copies of the first and second components of its bid. Bidder who opted to bid for more than one (1) Lot is required to submit one (1) original and two (2) copies of the second component for each Lot being bid.
2. The duplicate- i.e. copy 1, must include the same documents as that of the original set of documents. In case, however, a bidder opts to submit cash as bid security, copy 1 need not contain photocopies of the same.
3. The deadline for submission of bids is 16 December 2019, 9:00AM. Technical Specifications and in the Prototype of the 2020 CPH Forms and Materials.

TECHNICAL SPECIFICATIONS AND IN THE PROTOTYPE OF THE 2020 CPH FORMS AND MATERIALS

1. Lot 1: ID Lace and ID Jacket for 2020 CPH ID Lace, Blue, 3/4-inch printed with "2020 Census of Population and Housing", with metallic 2020 CPH logo button and G-hook.
2. ID Jacket, Plastic, Size: must fit PVC ID (ID size L 4 1/2" x W 2 1/2"), must not exceed 5"x3"

3. Lot 3 2020 CPH Enumerators Bag: EN's Bag, Make: Polyamide Fabric with logos with top carry handle and compartment inside, pen holder on the inside pocket and outside pocket, with lining, color: Black, Material: Polyamide fabric, heavy duty zipper (#8) and strap for backpack, weight capacity: up to 7kgs, with design of logos printed on transparent plastic, attached in front of bag,
4. Lot 4: 2020 CPH Enumeration Umbrella, Blue and with two (2) triple white panel, printed with logo of PSA and the 2020 CPH, with silver backing; metal tip; 8 ribs; 23" long cane style; silver frame, black plastic handle with grip; with plastic cover,
5. Lot 6: 2020 CPH Enumeration Cap, 4 or 6-Panel, adjustable, Color: white Material: 100% cotton, brush twill; with PSA logo (back of cap) and 2020 CPH logo (front of cap); with 4 eyelets; coco cloth or buckram lining to front panel,
6. Lot 7: T-shirt: Type and color: White Polo-shirt with reactive dyed Blue Collar and Sleeves Cuff; Fabric Material: 100% cotton; With print PSA logo (front of shirt) and 2020 CPH logo and Philippine Statistics Authority (back of shirt), 12,880 pieces,
7. Type and color: White Polo-shirt with reactive dyed Fuchsia Collar and Sleeves Cuff; Fabric Material: 100% cotton; With PSA logo (front of shirt) and 2020 CPH logo and Philippine Statistics Authority (back of shirt), 12,880 pieces,
8. Lot 8: 2020 CPH Enumeration Clipboard, Black with PSA name and 2020 CPH Logo, size: 14" x 12", Metal plate and metal holder/clip with plastic stopper,
9. Lot 9: 2020 CPH Enumeration Tumbler, Water Tumbler, Volume/Size; minimum 500ML, with PSA logo and 2020 CPH logo, see prototype for the design,
10. Lot 10: 2020 CPH Enumeration Vest, Material: Cotton blend, Color: Navy Blue with Print (PSA Logo, 2020 CPH Logo, and Philippines), 4 pockets in front of vest with heavy duty zipper, Size: Free size,

Changes/amendment in the bidding bulletin shall be reflected in the Bidding Bulletin No. 1 and shall form part of the bidding bulletin.


IV. ADJOURNMENT

Having no other matters to discuss, the Bid Opening was adjourned at 11:30 am.

Prepared by:


 RICHARD P. TOLENTINO
 Secretariat

Noted:


 MARILYN B. VERGARA
 ROBAC Chairperson