



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

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1 **MINUTES OF PRE – BID CONFERENCE**

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3 **Project: Supply and Delivery of Various Medals**

4 **Date and Time: January 21, 2019 (1:10 PM)**

5 **Venue: BJMP Mini Conference Room**

6 **Attendance:**

7 **A. Bids and Awards Committee (BAC)**

8 CSUPT RUEL S RIVERA – Chairperson, BAC

9 CINS P MICHAEL ANGELO M CACERES – Vice Chairman, BAC

10 CSUPT LEO P BALDON – Member, BAC

11 SSUPT CLEMENT W LABOY – Member, BAC

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13 **B. Technical Working Group (TWG)/ BAC Secretariat**

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15 CSUPT DENNIS U ROCAMORA – Head, Secretariat

16 INSP EDWARD CLIFF S FATANER – Member, Secretariat

17 INSP ARTURO R ESPOS JR – Member, Secretariat

18 INSP WILLIAM MARC BENNEDICK TALLUNGAN - Member, Secretariat

19 INSP MAY-ANN R BEJUNA – Member, Secretariat

20 Ms. Purificasion Barasi – Member, Secretariat

21 Ms. Cristina A Benabese – Member, Secretariat

22 JO1 Dianabelle E Clemente – Member, Secretariat

23 J/INSP GLEN ROBERT C MADARIETA – Member, TWG

24 J/INSP RONNEL B MERCADO - Member, TWG

25 JO1 Aquilino A Bayatan Jr. - Member, TWG

26 JO1 Sepp Kenichi Reyes – Member, TWG

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28 **C. Observer**

29 Ms. Susan r Guido – PVVR

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31 **D. Bidder**

32 Mr. Clark Angelo Torres - Clarklui Enterprises

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35 **Call to Order/Certification of Quorum:**

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37 The BAC Chairperson presided the Pre-Bid Conference and instructed the Secretariat
38 to check the attendance of the BAC members, the Secretariat, the Technical Working Group,
39 the prospective bidders and the observer. Upon checking the attendance, J/CSUPT
40 ROCAMORA certified that there was a quorum. The BAC Chairperson call the Pre-Bid
41 Conference to order.
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Pre-Bid Conference: Supply and Delivery of Various Medals

“Changing Lives, Building A Safer Nation”

43 **Purpose of Pre-Bid Conference:**

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45 The BAC Chairperson asked the Secretariat to present the next agenda of the
46 conference which was the documentary requirements for the Supply and Delivery of the
47 Various Medals. J/INSP ESPOS explained that this conference was in order to clarify the
48 matters regarding the documentary and eligibility requirements for the project and also said
49 that the bidder would be given a chance to raise his questions.

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51 **Presentation of Documentary Requirements:**

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53 J/INSP ESPOS proceeded to the presentation of the documentary requirements. The
54 Secretariat was first mentioned the required Platinum PhilGeps Certificate of Registration
55 but in the absence of the said requirement, the bidder could submit the Class A Documents
56 (SEC, DTI, Mayor's Permit, Tax Clearance, etc.) as substitute for the said certificate. J/INSP
57 ESPOS clarified that the latter documents would be considered but during the Post-
58 Qualification Stage, the Platinum PhilGeps Certificate would be required.

59
60 J/INSP ESPOS mentioned that the proof of Single Largest Computed Contract
61 (SLCC) must be attached under the Statement for all On-Going Private Contracts which
62 must be equal to fifteen percent (15%). The Secretariat explained that the Net Financial
63 Contracting Capacity (NFCC) must be equal to ABC or if was not met, the bidder can provide
64 a Committed Line of Credit (CLC) which was at least ten percent (10%) of the ABC.

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66 If there would be a joint venture yet no formal agreement, it can be stated during the
67 bid-opening provided that before the awarding of the contract, the joint venture agreement
68 must be presented because failure to comply would be resulted to the forfeiture of bid
69 security. The Secretariat said the bidder can submit a bid securing declaration duly notarized
70 under the bid security. The Secretariat asked the prospective bidder to refer at Section 6
71 and Section 7 of the bidding documents for the Conformity with the Technical specifications
72 including the Conformity with the Schedule of Requirements. J/INSP ESPOS also informed
73 the prospective bidder about BDS 20.3, preparation of Bidding Documents and the
74 additional requirement in the Sworn Statements.

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76 **No Contact Rule Policy:**

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78 The Secretariat also reminded the prospective bidder about the NO CONTACT RULE
79 after the bid opening and before the awarding of contract. According to the Secretariat, the
80 prospective bidder could refer to BDS ITB Clause 29 about the additional requirements after
81 the bid opening.

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83 **Deadline of the Project:**

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85 The Secretariat inquired about the queries of the prospective bidder. Mr. Torres of
86 Clarklui enterprises asked about the deadline of the project. J/INSP ESPOS answered that
87 the bid-opening would be on February 4, 2019.

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90 **Clarification of the Quantity to be Procured:**

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92 The BAC Chairperson asked the prospective bidder if there were any more concerns
93 about the project. J/CSUPT RIVERA clarified that the quantity of the various medals were
94 already changed except for the ninety (90) retirement badges which was affirmed by the
95 Secretariat.


96 **Reminder to the Prospective Bidder:**

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98 The BAC Chairperson reminded the prospective bidder that any statement made in
99 this Pre-Bid Conference will not modify or change the provision of the bidding documents
100 unless it was enumerated in the Supplemental Bid Bulletin that would be issued for that
101 matter and it shall be the responsibility of the prospective bidders to submit their letter for
102 clarifications not later than ten (10) days before the bid opening which was on February 4,
103 2019.

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105 **Adjournment:**

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107 The meeting was adjourned at exactly 1:25 PM.
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112 **Prepared by:**

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117 **MAY-ANN R BEJUNA**
118 Jail Inspector
119 Member, Secretariat
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112 **Noted by:**

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117 **DENNIS U ROCAMORA, CESE**
118 Jail Chief Superintendent
119 Head, BAC Secretariat
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125 **Approved by:**

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130 **RUEL S RIVERA, DSC**
131 Jail Chief Superintendent
132 BAC Chairperson