



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

BIDS AND AWARDS COMMITTEE

Title/Description:

Pre-Bid Conference for the Procurement of Supply, Installation, Commissioning and Maintenance of Elevators at the 23-Storey PSA Building with Roof Deck (Rebidding)

Date:	Time Started:	Time Recess:	Venue:
16 JULY 2020	10:15 AM	12:10 PM	Philippine Statistics Authority – Central Office via Cisco Webex Meeting

Meeting Presider:

OIC-DNS MINERVA ELOISA P. ESQUIVIAS
 Chairperson
 Bids and Awards Committee

Meeting Attended by:

(see attached Attendance Sheet)

Absent from meeting:

(see attached Attendance Sheet)

AGENDA	TOPICS/DISCUSSION/ACTION
Preliminaries Call to Order/ Roll Call	<ul style="list-style-type: none"> OIC-DNS Minerva Eloisa P. Esquivias, Chairperson, called the meeting to order at 10:15 A.M. The BAC Chairperson welcomed all the attendees and stated that the Pre-Bid Conference for the rebidding of the procurement of supply, installation, commissioning and maintenance of elevators at the 23-storey PSA building with roof deck is conducted through Webex platform to observe the social distancing rules due to the Covid-19 situation. However, the representatives of the prospective bidder opted to be physically present for this bidding activity. The BAC Secretariat Chair did a roll call of attendees and certified that there is a quorum. The Secretariat also acknowledged the presence of resident COA Auditor as observer for the procurement. Notices were also given to other observers (i.e. Internal Audit Division, Philippine Computer Society, and Philippine Chamber of Commerce and Industry).
Agenda Item No. 1 Pre-Bid Conference for the Procurement of Supply, Installation, Commissioning and Maintenance of Elevators at the 23-Storey PSA Building with Roof Deck (Rebidding)	<ul style="list-style-type: none"> The BAC Chair gave some introductory remarks for the procurement of supply, installation, commissioning and maintenance of elevators at the 23-storey PSA building with roof deck. The Secretariat acknowledged the presence of the representatives from IFE Elevators Philippines, Inc., Ms. Kimberly R. Cabanilla and Francisco P. Ondoy. The Secretariat proceeded by stating that this is a rebidding of the procurement at hand, and that the prospective bidder, IFE Elevators Philippines, Inc., also participated in the first bidding.



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- The representatives are reminded of their responsibility how to properly seal, mark and submit the Eligibility & Technical, and Financial envelopes/bids for submission.
- The Secretariat enumerated the contents of the first envelope, which is the Eligibility and Technical requirements such as:
 1. PhilGEPS Certificate of Registration and Membership;
 2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
 3. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
 4. Net Financial Contracting Capacity (NFCC) computation or a committed Line of Credit from a universal or commercial bank (if applicable);
 5. Bid Security, in the bidders preferred form;
 6. Omnibus Sworn Statement; and
 7. Compliance to the Technical Specifications.
- The Secretariat mentioned that during the first bidding, IFE Elevators Philippines, Inc. had an issue with the compliance to the technical specifications. It was emphasized by the Secretariat that items with no entry of compliance is a ground for disqualification as this is a mandatory requirement.
- The Secretariat continued with the contents of the second envelope which are:
 1. Duly accomplished bid form using the prescribed form in the bidding documents; and
 2. Any other document related to the financial component of the bid as stated in the Bid Data Sheet.
- The representatives were informed of the following schedule of activities:

Activity	Date
Deadline of Submission of Bids	On or before 28 July 2020, 1:00 P.M.
Opening of Bids	28 July 2020, 1:30 P.M.



- The Secretariat discussed Section III. Bid Data Sheet of the Bidding Documents.
- The representatives of IFE Elevators Philippines, Inc. asked if they have to pay again for the bidding documents. It was explained that they need to pay again since it is a rebidding, as already declared by the BAC through a resolution, and no extension of the first bidding was made.
- Section VI. Schedule of Requirements was discussed by the Secretariat.
- The representative of IFE Elevators Philippines, Inc. sought clarification for the following:

Query	TWG response
Do we have to include the price of the maintenance of elevators for three (3) years after the warranty period?	The Technical Working Group (TWG) clarified that there is a given warranty period of two (2) years and then what is being required is the three (3) year warranty after the two (2) year warranty. The cost of the maintenance after the warranty period should also be considered in their bid.
Why not make it a five (5) year warranty?	The given two (2) year warranty includes labor and parts for the maintenance of the elevator while the three (3) year warranty being required is only for the labor. This is stated in the Technical Specifications in the bidding documents.

- For Section VII., the Secretariat noted that this is where the prospective bidder had some issues during the first bidding leading to disqualification. The TWG mentioned that they have already improved the format of Section VII in order for the prospective bidders not to miss any item in stating their compliance.
- The Secretariat discussed each item of Section VII. and referred the representatives of IFE Elevators Philippines, Inc. to the attached drawings and encouraged them to raise their concern, if there is any.

