

MINUTES OF THE PRE-BID CONFERENCE OF THE PUBLIC BIDDING OF THE CONTRACT FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF GENERATOR SETS ON OCTOBER 18, 2023 AT PPMC ADMINISTRATION BUILDING, PORO PONT MANAGEMENT CORPORATION, PORO, CITY OF SAN FERNANDO, LA UNION AND THROUGH ZOOM.

I. CALL TO ORDER

The Pre-Bid Conference was called to order by Ms. Maria Victoria Redempta De Guzman-Soriano, Chairperson of the Bids and Awards Committee (BAC) for the Procurement of Goods at 10:00 a.m.

II. PRAYER

The prayer was led by Atty. Marlou P. Pacleb, Member of the BAC.

III. DETERMINATION OF QUORUM AND ACKNOWLEDGMENT OF PARTICIPANTS

Ms. Soriano requested Ms. Charlotte C. Bandolin, Head of the BAC Secretariat, to determine the existence of a quorum. Ms. Bandolin declared the existence of a quorum.

Ms. Bandolin acknowledged the presence of the following:

Bids and Awards Committee for the Procurement of Goods

Chairperson : Ms. Maria Victoria Redempta De Guzman
Vice Chairperson : Ms. Eliza M. Maconocido
Members : Ms. Josefa Catherine T. Bada
Atty. Marlou P. Pacleb
Engr. Cerila A. Corpuz
Mr. Franklin C. Villareal
Ms. Mary Jane C. Ramos

Technical Working Group

Head : Arch. Marc Lawrence P. Aquino
Member : Engr. Epifanio C. Balangue
Engr. Mennen C. Mendoza
Ms. Abigail Q. Peralta

BAC Secretariat

Head : Ms. Charlotte C. Bandolin
Members : Mr. Carlo S. Escalona
Ms. Michelle A. Subala

Ms. Soriano requested Ms. Bandolin to acknowledge the observers who are present. Ms. Bandolin acknowledged the presence of the following:

Observers

Internal Auditor Ms. Rubilyn P. Cabiles

Ms. Soriano asked Ms. Bandolin if appropriate notices were sent to the observers. Ms. Bandolin asked in the affirmative.

Ms. Soriano requested Ms. Bandolin to acknowledge the prospective bidders present in the Pre-bid Conference.

Ms. Bandolin acknowledged the presence of the following prospective bidders:

Prospective Bidder:

- | | |
|--|--------------------------------|
| • Dynamic Power and Marine Industrial Hardware, Inc. | Ms. Gelanie S. Baydal |
| • Banitrade Enterprises | Mr. Michael Onia |
| • Isometric Enterprises | Ms. Cristal Bolor |
| • Golden Ocean Construction Services, Inc. | Ms. Maither Jan Jimenez- Mateo |
| • Power Access Electrical Services | Mr. Marvin Ruedas |
| • MZN Power Enterprises | Ms. Cherry Rivera |

Ms. Soriano asked Ms. Bandolin to enumerate the observers who were invited. Ms. Bandolin stated that the following observers were invited:

- Commission on Audit Regional Office I
- Philippine Institute of Certified Public Accountants, Inc. – La Union Chapter
- Chamber of Commerce and Industry of La Union
- Bases Conversion and Development Authority

IV. DISCUSSION

Ms. Soriano presented the agenda and asked for a motion for its approval. Upon motion made by Ms. Maconocido and duly seconded by Ms. Ramos, the Agenda was approved.

Ms. Soriano stated that what is being bid out is the Contract for the Supply, Delivery, Installation and Commissioning of Generator Sets. Delivery of the Goods is required within forty-five (45) calendar days from receipt of Notice to Proceed. The Approved Budget for the Contract is Two Million Three Hundred Sixty-Three Thousand Pesos (Php 2,363,000.00)

The Invitation to Bid has been posted in the PhilGEPS, PPMC Website and PPMC Procurement Bulletin Board.

4.1 Bidding Documents

Ms. Soriano stated that bids received in excess of the ABC shall be automatically rejected at bid opening.

Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project which is described in ITB Clause 5.3 which pertains to Contract for the Supply, Delivery, Installation and Commissioning of Generator Sets.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as provided for in the Updated 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Prospective Bidders may obtain further information from Poro Point Management Corporation and inspect the Bidding Documents at the address provided in the Bidding Documents from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders until before the deadline for submission of Bids on November 6, 2023 from the given address and website in the Bidding Documents and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of bids.

Payment of the bidding documents may also be done through bank payment; details are as follows:

Name of Bank: Landbank of the Philippines, San Fernando, La Union Branch Account
Name: Poro Point Management Corporation
Current Account Number: 0202021824

Upon payment, bidders are required to submit their proof of payment and email it to ppmcbacsecretariat@gmail.com in order for PPMC to issue an Official Receipt which will also be emailed to the bidder's email address together with the Complete Set of the Bidding Documents and Issuance of Bidding Documents Form.

Currently, what is being conducted is the Pre-bid Conference which is being aired via Facebook live.

Bidders will be given the chance to raise their queries later.

Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated in the Bidding Documents or online/ electronic submission at ppmcbacsecretariat@gmail.com on or before November 6, 2023 at 10:00 a.m. Philippine Standard Time. Late bids shall not be accepted, thus, bidders must synchronize their time with the Philippine Standard Time.

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall immediately follow after the deadline for submission of bids at the PPMC Admin Building and through video conferencing using Zoom platform which details are provided in the bidding documents.

The Poro Point Management Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information or inquiries, this shall be addressed to Ms. Charlotte C. Bandolin,

Head of the BAC Secretariat using the official address provided in the Invitation to Bid. All queries shall be made in writing because BAC will not entertain verbal queries done over the phone.

4.2 Documents to be Submitted:

Ms. Soriano requested Ms. Maconocido, Vice Chairperson of the BAC, to discuss the Documents to be Submitted. Ms. Maconocido discussed the required documents to be submitted.

The following is the Summary of Documents to be submitted:

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

I. LETTER OF INTENT TO PARTICIPATE		Use Form 1 on Page 47
II. TECHNICAL COMPONENT ENVELOPE		
CLASS "A" DOCUMENTS		
LEGAL DOCUMENTS		
	a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR	
TECHNICAL DOCUMENTS		
	b. Statement of the prospective bidder 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; and	Use Form 2 on Page 48-49
	c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and	Use Form 3 on Page 50-51
	d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and	Use the Applicable Form 4 on Page 52-55
	e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and	Use Form 5 on Page 56-62
	f. Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	Use the Applicable Form 6 on Page 63-68
FINANCIAL DOCUMENT		
	g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	Use Form 7 on Page 69
CLASS "B" DOCUMENTS		
	h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	Do not submit if Not Applicable
III. FINANCIAL COMPONENT ENVELOPE		

	i. Original of duly signed and accomplished Financial Bid Form; and	Use Form 8 on Page 70-71
	j. Original of duly signed and accomplished Price Schedules.	Use Applicable Form For goods offered from abroad, use Form 9 on Page 72 For goods offered within the Philippines, use Form 10 on Page 73
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>		
	k. <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
	l. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	

Ms. Soriano requested Engr. Balangue to discuss the Schedule of Requirements. Engr. Balangue read out the Schedule of Requirements as follows:

SPECIFICATIONS FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF GENERATOR SETS

A. SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT BRAND NEW STANDBY GENERATOR SET, 150 kVA, 220 VAC, 3 PHASE, 60 HZ SILENT TYPE WITH THE FOLLOWING MINIMUM SPECIFICATIONS:

SPECIFICATIONS	
GENERAL FEATURES	Diesel Engine
	24 V DC start motor and storage battery
	Brushless, IP23, insulation class H alternator
	40°C radiator as standard, 50°C is optional
	Key start panel control system as standard, digital auto start panel is optional
VOLTAGE REGULATION	
• Power factor	Between 0.80 – 1.0 lag
• Voltage Regulation	From No load to full load, any steady load
• Speed drop	Variation under 4.5%
ENGINE SPECIFICATION	
• Number of Cylinders	6
• Cycle	4 cycles

• Induction	Turbocharged air to air charged cooled
• Displacement (liter)	5.9
• Rated RPM	1800
• Start Motor Voltage	24 VDC
ALTERNATOR SPECIFICATION	
• Exciter Type	Brushless
• Power Factor	0.80
• Voltage Adjust Range	≥5% Voltage Regulation NL-FL: ≤±0.5%
• Insulation Grade	H
• Protection Grade	IP23
• Prime Power	137.5KW
• Standby Power	150 kVA
• Phase	3
• Voltage	220 V
• Frequency	60Hz
OTHER ACCESSORIES	Generator set is equipped with Muffler, Molded Case Circuit Breaker, Battery Charger and Batteries, Generator Set Controller, Meterings and Protection System.
CABLES AND RACEWAYS INCLUDING EARTHING FOR GENERATOR SET	Aerial installation of power cable (provide size and type of wire of power cable applicable to 150kVA) and raceway (with hangar brackets and support), approximately 30 meters length, from generator set to Manual Transfer Switch to panel board termination. Provide grounding. See Power Cable Line Diagram for the Administration Building for details.
TRANSFER SWITCH	Supply and installation of Manual Transfer Switch, including termination to the panel board. Rated Current: 500 AT, 230 V, 3 Phase, 3 Pole Rated Voltage: 220-690 VAC ACB Type Enclosure P/N: CA-4 PACB See Power Cable Line Diagram for the Administration Building for the location of Manual Transfer Switch.
SERVICES	Supplier will provide Supervision, Testing and Commissioning of generator set unit on site including whole electrical system, Operation and Maintenance Training to PPMC personnel and end user. Supplier will provide fuel to the generator set during the entire duration of the Operation and Maintenance Training, Testing and Commissioning (free of charge).

WARRANTY	One (1) Year commencing from Testing and Commissioning or 1,000 running hours whichever comes first against inherent factory defects and faulty workmanship under normal operating conditions.
DELIVERY	Generator set including all items and its accessories and concrete pad and housing must be delivered within Forty-Five (45) Calendar Days from Receipt of the Notice to Proceed.
SPECIAL PROVISION	Bidder must have been engaged in the sale and service maintenance of generator set in good standing in the Philippines for at least five (5) years from the date of the invitation to bid. The generator set brand must have good quality track record and must have been commercially sold and distributed in the Philippines for at least five (5) years from the date of the Invitation to Bid.
OTHERS	<p>After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by all the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the procuring entity.</p> <p>After the warranty period, spare parts or components shall be supplied as promptly as possible, but in any case, within one month upon placing the order.</p> <p>Spare parts shall be available in the Philippine market.</p>

THE SUPPLIER MAY OFFER MORE SUPERIOR SPECIFICATIONS AT NO ADDITIONAL COST TO PPMC.

B. SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT BRAND NEW STANDBY GENERATOR SET, 25 kVA, 220 VAC, 1 PHASE, 60 HZ SILENT TYPE WITH THE FOLLOWING MINIMUM SPECIFICATIONS:

SPECIFICATIONS	
GENERAL FEATURES	Diesel Engine
	12 V DC start motor and storage battery
	Brushless, IP23, insulation class H alternator
	40°C radiator as standard, 50°C is optional
	Key start panel control system as standard, digital auto start panel is optional
VOLTAGE REGULATION	
• Power factor	Between 0.80 – 1.0 lag
• Voltage Regulation	From No load to full load, any steady load
• Speed drop	Variation under 4.5%

ENGINE SPECIFICATION	
• Number of Cylinders	4
• Cycle	4 cycles
• Induction	Turbocharged air to air charged cooled
• Displacement (liter)	2.14
• Rated RPM	1500
• Start Motor Voltage	12 VDC
ALTERNATOR SPECIFICATION	
• Exciter Type	Brushless
• Power Factor	0.80
• Voltage Adjust Range	≥5% Voltage Regulation NL-FL: ≤±0.5%
• Insulation Grade	H
• Protection Grade	IP23
• Prime Power	20 KW
• Standby Power	25 kVA
• Phase	1
• Voltage	220 V
• Frequency	60 Hz
OTHER ACCESSORIES	Generator set is equipped with Muffler, Molded Case Circuit Breaker, Battery Charger and Batteries, Generator Set Controller, Meterings and Protection System.
CABLES AND RACEWAYS INCLUDING EARTHING FOR GENERATOR SET	Aerial installation of power cable (provide size and type of wire of power cable applicable to 25kVA) and raceway (with hangar brackets and support), approximately 30 meters length, from generator set to Manual Transfer Switch to panel board termination. Provide grounding. See Power Cable Line Diagram for the Security Operations Center Office for details.
TRANSFER SWITCH	Supply and installation of Manual Transfer Switch, including termination to the panel board. Rated Current: 150 AT, 230 V, 1 Phase, 2 Pole Rated Voltage: 220-690 VAC ACB Type Enclosure P/N: CA-4 PACB See Power Cable Line Diagram for the Security Operations Center Office for the location of Manual Transfer Switch.
SERVICES	Supplier will provide Supervision, Testing and Commissioning of generator set unit on site including whole electrical system, Operation and Maintenance Training to PPMC personnel and end user.

	Supplier will provide fuel to the generator set during the entire duration of the Operation and Maintenance Training, Testing and Commissioning (free of charge).
WARRANTY	One (1) Year commencing from Testing and Commissioning or 1,000 running hours whichever comes first against inherent factory defects and faulty workmanship under normal operating conditions.
DELIVERY	Generator set including all items and its accessories and concrete pad and housing must be delivered within Forty-Five (45) Calendar Days from Receipt of the Notice to Proceed.
SPECIAL PROVISION	Bidder must have been engaged in the sale and service maintenance of generator set in good standing in the Philippines for at least five (5) years from the date of the invitation to bid. The generator set brand must have good quality track record and must have been commercially sold and distributed in the Philippines for at least five (5) years from the date of the Invitation to Bid.
OTHERS	<p>After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by all the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the procuring entity.</p> <p>After the warranty period, spare parts or components shall be supplied as promptly as possible, but in any case, within one month upon placing the order.</p> <p>Spare parts shall be available in the Philippine market.</p>

THE SUPPLIER MAY OFFER MORE SUPERIOR SPECIFICATIONS AT NO ADDITIONAL COST TO PPMC.

Engr. Corpuz stated that the BAC will issue Supplemental/Bid Bulletin to correct the specifications under the delivery because the construction of concrete pad and housing will not be a requirement.

Ms. Soriano reiterated that the procurement only covers the supply, delivery, installation and commissioning of two (2) units generator sets, the construction of concrete pad and housing is not included in the procurement.

Ms. Soriano requested Ms. Maconocido to discuss the forms to be used.

Form 1, Letter of Intent to Participate

The form can be found on page 47 of the Bidding Documents. Bidders may re-encode the form provided that all the information required are included. There were instances when bidders re-encode the forms and inadvertently omitted some of the phrases or some of the sentences in the form and this

will change the meaning of the document being submitted. Bidders must make sure that once the form will be re-encoded, the same content must be reflected on the submission.

Form 2, Statement of all Ongoing Government and Private Contracts including contracts awarded but not yet started.

Form 2 can be found on Pages 48 to 49. The required data include the Business Name which would pertain to the name of the company; Business Address which would pertain to the address of the company. The first column is the Name of the Contract and the Project Cost, for both Government and Private Contracts. The second column would include the following information: Owner’s Name which would pertain to the person or the company the bidder contracted with; Address and Telephone Nos. The third column is the Nature of Work which describes the nature of contract. The bidder can just indicate in the form the supply and delivery of generator sets which have been supplied. The next column would be the Bidder’s Role which pertains if the bidder is a supplier, distributor or partner in a JV. % which refers to the percentage of participation in the contract. The participation is 100% if it is the supplier and not a JV partner. Next column is the Date Awarded as indicated in the Notice of Award. Date Started is the date indicated in the Notice to Proceed and Date of Completion which can be seen from the Certificate of Completion usually issued in the case of Government Contracts; for private contracts, it can be seen on the Delivery Receipt. Under % of Accomplishment, Planned should be 100%; for actual, this pertains to the percentage of actual delivery to the client. For contracts which have been awarded but there is still no delivery, just indicate in the actual “0”. But, for instances of partial delivery, indicate the pro-rated percentage. The Value of Outstanding Works/Undelivered Portion will be based from the percentage of accomplishment. This will be the basis for computing the Net Financial Contracting Capacity. The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory, the designation and the date when the document has been signed.

Form 3, Statement of Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid.

This will pertain to the supply, delivery, installation and commissioning of Generator Sets. Bidders shall indicate in the form the Business Name and Business Address. Ms. Maconocido stated that the following columns in the form must be filled-out:

1 st Column	Name of Contract
2 nd Column	Owner’s Name, Address, Telephone Numbers
3 rd Column	Nature of Work
4 th Column	Bidder’s Role (Description and Percentage)
5 th Column	Amount at Award, Amount at Completion and Duration of the Contract
6 th Column	Date Awarded, Contract Effectivity and Date Completed

The required information on this form is just one (1) contract if the amount met at least the fifty percent (50%) of the ABC.

The statement shall also be supported by a Certificate of Acceptance or Inspection and Acceptance Report issued by the Principal. In case of contracts with the private sector, an equivalent document shall be submitted. The proof of acceptance by the other party can also be submitted.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory, Designation and the Date.

All information provided will be verified during post-qualification.

Form 4, Bid Securing Declaration

If bidder opts to submit this form, there are various forms in the Bidding Documents. Bidders shall choose which form is applicable for Sole Proprietorship, Partnership, Corporation, Cooperative or Joint Venture.

Form 5, Conformity with the Technical Specifications

Form 5 can be found on Page 56. Ms. Maconocido stated that the bidders must state in the form either “Comply” or “Not Comply” against each of the individual parameters of each Specification.

Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 4.

Ms. Maconocido reiterated that the form shall be submitted with an attached unamended sales literature showing the compliance with each of the technical specifications.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory and the date on which the document was signed.

Form 6, Omnibus Sworn Statement

For the Omnibus Sworn Statement, the forms are provided for Sole Proprietorship, Partnership, Corporation, Cooperative or Joint Venture; the bidders shall use the appropriate form, whichever is applicable.

Ms. Maconocido reiterated that bidders shall ensure that all items as provided in the standard forms will be the same with their submittals and all blank spaces must be filled-out.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory.

As for the jurat, Ms. Maconocido reminded the bidder to fill out the data provided for particularly the serial number of commission. The notary public must indicate his/her serial number of commission.

Form 7, Computation of Net Financial Contracting Capacity (NFCC)

This will be based on bidder’s latest financial statement submitted to the BIR.

Form 8, Financial Bid Form

On this form, the number of the Bid Bulletin issued must be supplied, if applicable. For the sum of, this pertains to the amount of bid. If the bidder will not provide for the provision of gratuities, bidders shall state “none”.

In the capacity of pertains to the official designation of the person who signed the form; Signed pertains to the signature of the person duly authorized to sign the bid for and on behalf of the company; Duly authorized to sign the bid for and on behalf of pertains to the name of company.

Form 9, Price Schedule for Goods Offered from Abroad

Ms. Maconocido enumerated the needed information on the form as follows:

- Name of Bidder
- Project ID Number
- Pages
- Item
- Description
- Country of Origin
- Quantity
- Unit Price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)
- Total CIF of CIP price per item (col. 4 x 5)
- Unit Price Delivered Duty Unpaid
- Unit Price Delivered Duty Paid
- Total Price delivered DDP

Ms. Maconocido stated that the form must be submitted with the name of the bidder's authorized representative, his/ her legal capacity and signature.

Form 10, Price Schedule for Goods Offered from the Philippines

Ms. Maconocido enumerated the needed information on the form as follows:

- Name of Bidder
- Project ID Number
- Pages
- Item
- Description
- Country of Origin
- Quantity
- Unit Price EXW per item
- Transportation and all other costs incidental to delivery, per item – If this will be offered for free, bidders must indicate in the form "0" or "-"
- Sales and other taxes payable if Contract is awarded, per item – Please indicate the amount of taxes paid for the generator sets offered, the BAC will not accept a "0" or "-" under this column. Bidder must provide in the form the correct amount of taxes.
- Cost of Incidental Services, if applicable, per item
- Total Price, per unit
- Total Price delivered Final Destination

Ms. Maconocido reiterated for column 7, bidders are required to indicate the tax amount. This is required to be filled-out with an amount because payment of taxes is required by law.

Ms. Maconocido stated that the form must be submitted with the name of the bidder's authorized representative, his/ her legal capacity and signature.

4.3 Bid Evaluation

There will be two (2) parts on the evaluation that will be conducted, the preliminary examination of bids which will be conducted immediately after the deadline for the submission of bids which is on November 6, 2023 at 10:00 AM and the detailed evaluation of bids which will be conducted to determine the Lowest Calculated Bid. During the preliminary examination of bids, the BAC will open first the technical component of the bid, if and when the technical component of the bid is declared passed, only then the BAC will proceed with the opening of the financial component of the bid, otherwise, the financial component of the bid will be returned at the bid box unopened.

During the Bid Evaluation, the accuracy, completeness of the documents that have been submitted particularly for arithmetical corrections, if there are any will be checked.

4.4 Post-Qualification

After determining the Lowest Calculated Bid (LCB), the LCB will be subjected to a post-qualification process wherein number of documents will be required to be submitted as provided for in the bidding documents. During the post-qualification, the veracity and authenticity of the documents submitted during bid submission will be checked. The Lowest Calculated and Responsive Bid (LCRB) will be determined during post-qualification.

4.5 Contract Award and Implementation

After determining the LCRB, the Notice of Award will be issued. The Notice of Award will give the bidder ten (10) days to enter into a contract with PPMC and to submit the required Performance Security. After the issuance of the Notice of Award and signing of Contract, the Notice to Proceed will be issued.

4.6 Warranties

Ms Soriano stated that warranties is governed by Section 62 of the Updated Revised IRR of RA 9184 wherein the minimum requirement for warranty security is one (1) year. A Supplemental/Bid Bulletin will be issued regarding this matter.

4.7 Offenses and Penalties

Ms. Soriano asked Mr. Villareal to discuss the Offenses and Penalties. Mr. Villareal read out the offenses and penalties as follows:

65.1. Without prejudice to the provisions of R.A. 3019 and other penal laws, public officers who commit any of the following acts shall suffer the penalty of imprisonment of not less than six (6) years and one (1) day, but not more than fifteen (15) years:

- a) Opening any sealed bid including but not limited to Bids that may have been submitted through the electronic system and any and all documents required to be sealed or divulging their contents, prior to the appointed time for the public opening of Bids or other documents.
- b) Delaying, without justifiable cause, the screening for eligibility, opening of bids, evaluation and post evaluation of bids, and awarding of contracts beyond the prescribed periods of action provided for in this IRR.
- c) Unduly influencing or exerting undue pressure on any member of the BAC or any officer or employee of the Procuring Entity to take a particular action which favors, or tends to favor a particular bidder.
- d) Splitting of contracts which exceed procedural purchase limits to avoid competitive bidding or to circumvent the limits of approving or procurement authority.
- e) Abuse by the HoPE of his power to reject any and all bids as mentioned under Section 41 of the Act and this IRR, with manifest preference to any bidder who is closely related to him in accordance with Section 47 of the Act and this IRR.

When any of the foregoing acts is done in collusion with private individuals, the private individuals shall likewise be liable for the offense.

In addition, the public officer involved shall also suffer the penalty of temporary disqualification from public office, while the private individual shall be permanently disqualified from transacting business with the Government.

65.2. Private individuals who commit any of the following acts, and any public officer who conspires with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

- a) When two or more bidders agree and submit different bids as bona fide bidders, all the while knowing that the bid(s) of one or more of them was so much higher than the other that the latter could not be honestly accepted and that the contract will surely be awarded to the pre-arranged lowest bid.
- b) When a bidder maliciously submits different bids through two or more persons, corporations, partnerships or any other business entity in which he has an interest, to create the appearance of competition that does not in fact exist so as to be adjudged as the winning bidder.
- c) When two or more bidders enter into an agreement which calls upon one or more of them to refrain from bidding for procurement contracts, or which requires one or more of them to withdraw Bids already submitted, in order to secure an undue advantage to any one of them.
- d) When a bidder, by himself or in connivance with others, employs schemes which tend to restrain the natural rivalry of the parties or operates to stifle or suppress competition and thus produce a result disadvantageous to the public.

In addition, the public officer persons involved shall also suffer the penalty of temporary or perpetual disqualification from public office and the private individual shall be permanently disqualified from transacting business with the Government.

65.3. Private individuals who commit any of the following acts, and any public officer conspiring with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

- a) Submitting eligibility requirements of whatever kind and nature that contain false information or falsified documents calculated to influence the outcome of the eligibility screening process or conceal such information in the eligibility requirements when the information will lead to a declaration of ineligibility from participating in competitive bidding.
- b) Submitting Bidding Documents of whatever kind and nature that contain false information or falsified documents or conceal such information in the Bidding Documents, in order to influence the outcome of the competitive bidding.
- c) Participating in a competitive bidding using the name of another or allowing another to use one's name for the purpose of participating in a competitive bidding.
- d) Withdrawing a bid, after it shall have qualified as the Lowest Calculated Bid/Highest Rated Bid, or refusing to accept an award, without just cause or for the purpose of forcing the Procuring Entity to award the contract to another bidder. This shall include the non-submission within the prescribed time, or delaying the submission of requirements such as, but not limited to, performance security, preparatory to the final award of the contract.

65.4. It is understood that the above penalties and offenses shall cover all types of procurement whether done manually or electronically.

65.5. When the bidder is a juridical entity, criminal liability and the accessory penalties shall be imposed on its directors, officers or employees who actually commit any of the foregoing acts. If a person previously held liable or found guilty under the provisions of the Act and this IRR has a controlling interest in a prospective bidder-entity, the said bidder-entity shall be disqualified to participate in any procurement activity being conducted by the Government.

Ms. Soriano stated that Offenses and Penalties are taken seriously by PPMC, thus, bidders must be guided accordingly.

4.8 Supplemental/Bid Bulletin

If there are queries from the prospective bidders or if there is a need for the BAC to clarify any part of the Bidding Documents, a Supplemental/Bid Bulletin will be issued. Prospective bidders are given ten (10) days prior to the submission of bids to request for clarifications or until October 27, 2023. Queries submitted beyond October 27, 2023 will not be answered. On the part of the BAC, we are given seven (7) calendar days prior to the submission of bids to issue a Supplemental/Bid Bulletin.

4.9 No Contact Rule

All bidders are requested to channel all request for clarifications through appropriate individuals and through appropriate channels which is the official email address of the BAC Secretariat. Once bids were opened, no one is allowed to contact any member of the BAC, TWG or BAC Secretariat

4.10 GPPB Resolutions No. 03-2018, GPPB Circular No. 02-2018, GPPB Resolution No. 09-2020

Ms. Soriano discussed the common reasons for failed biddings. There are instances wherein the bidder failed to indicate the cost for the taxes, indicating “0” or “-“ on the taxes can lead to disqualification. Bidders shall indicate the correct amount of taxes to be paid.

Another reason is the submission after the deadline for submission, the BAC is very strict with the use of the Philippine Standard Time, thus, bidders must synchronize their watches with the Philippine Standard Time. Bidders may submit their bid a day before the deadline to ensure that their bids will not be submitted late. For those who will be submitting through electronic means, bidders must not submit their password unless it will be asked by the BAC during the actual opening of their bids.

Submission of bid exceeding the ABC, failure to follow the prescribed forms or failure to include necessary information or data required in the forms, failure to sign any of the required forms and failure to secure the serial number of commission on the jurat are also reasons for failed biddings.

V. REQUEST FOR CLARIFICATIONS/QUESTIONS AND ANSWERS

Ms. Soriano invited requests for clarifications or queries from the prospective bidder.

The following questions were answered:

1. From Mr. Marvin Ruedas of Power Access Electrical Services

Question	Regarding the Manual Transfer Switch, what was indicated in your Technical Specifications is Air Circuit Breaker (ACB) Type which is MCCB only for this breaker rating.
Answer during Pre-bid	We will issue a Supplemental/Bid Bulletin regarding this matter

2. From Ms. Cristal Bolor of Isometric Enterprises

Question	Are bidders allowed to conduct site inspection?
Answer during Pre-bid	Yes, site inspection is allowed. The availability of PPMC’s Electro-mechanical Officer is Tuesdays, Wednesdays and Thursdays from 8:00 AM to 5:00 PM.

3. From Ms. Gelanie S. Baydal of Dynamic Power and Marine Industrial Hardware, Inc.

Question	Can we conduct site inspection after this Pre-bid Conference?
Answer during Pre-bid	Yes, you can conduct site inspection after the Pre-bid Conference.

4. From Mr. Marvin Ruedas of Power Access Electrical Services

Question	Regarding the rating of the 25kVA Generator Set, since it is a small rating, it should be non-turbo?
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Answer during Pre-bid	We will issue a Supplemental/Bid Bulletin regarding this matter
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5. From Ms. Cristal Bolor of Isometric Enterprises

Question	Do you have preferred brands for the Generator Sets?
Answer during Pre-bid	None. We are not allowed by law to identify certain brands.

6. From Ms. Maither Jan Jimenez- Mateo of Golden Ocean Construction Services, Inc.

Question	If the bidder has only been registered for two years, will they be eligible to submit bid? Aside from the requirement, bidder must have been engaged in the sale and service maintenance of generator set in good standing in the Philippines for at least five (5) years from the date of the invitation to bid, are there other requirements needed to be submitted for the key personnel?
Answer during Pre-bid	We clarify that what we are looking for are bidders who will supply generator sets. This is a procurement for goods not for infrastructure projects. There is no need to identify and submit documents pertaining to Key Personnel because this requirement is for the procurement of infrastructure projects only.

7. From Mr. Marvin Ruedas of Power Access Electrical Services

Question	For any brand of generator sets, they have different displacement rating. However, it was indicated in your technical specifications that the supplier may offer more superior specifications at no additional cost to PPMC. If this is the case, then it means that any brand will be accepted and the displacement can also be changed?
Answer during Pre-bid	What was indicated in the Technical Specifications are only minimum specifications, if bidders will be offering more superior specifications at no additional cost to PPMC, this is allowed.

8. From Ms. Maither Jan Jimenez- Mateo of Golden Ocean Construction Services, Inc.

Question	If we will be submitting our bid through electronic mode of submission, are we still required to submit the hard copy of the technical and financial component of our bid?
Answer during Pre-bid	During the opening of bids, we will only check the bid submitted through electronic means. Once declared as the Lowest Calculated Bid, the BAC and TWG will check the original copy of the technical and financial component of your bid.

Ms. Soriano stated that bidders may submit personally their bids or through courier, but bidders must make sure that their bid will be delivered before the deadline for the submission of bids. It is the bidder's responsibility to make sure that their courier service provider will deliver their bid on time, thus it is better if bids will be submitted personally.

For bidders who will be submitting their bids online, Ms. Soriano reiterated that bidders shall not provide the passwords in decrypting their bid submissions upon submission. Passwords shall only be submitted once the BAC will open the bid.

There are also instances wherein bidders submits multiple bids, bidders are reminded to follow the procedure in withdrawing bids because submitting multiple bids is not allowed.

9. From Ms. Maither Jan Jimenez- Mateo of Golden Ocean Construction Services, Inc.

Question	Can we submit our bid through courier?
Answer during Pre-bid	Yes, just make sure that your bid will be delivered and received by the BAC Secretariat before the deadline for the submission of bids.

10. From Ms. Pam of Banitrade Enterprises

Question	How many copies will we prepare?
Answer during Pre-bid	One Original and Two Copies

11. From Ms. Maither Jan Jimenez- Mateo of Golden Ocean Construction Services, Inc.

Question	Can we submit our bid online and at the same time send it also through courier
Answer during Pre-bid	<p>Bid submission through online is accepted, however, it is not necessary that you submit two bids. If you already sent your bid through email, this will be acknowledged by the BAC Secretariat.</p> <p>If you still want to submit your bid through email and through courier, just make sure that what you have submitted will be the same, because, if not, this can be considered as multiple bid which may lead to disqualification. Thus, it is better for bidders to just choose one mode of submission.</p>

12. From Mr. Marvin Ruedas of Power Access Electrical Services

Comment	On the starting of generator set, key start is an old technology, now digital controller is being used and no key required, only touch button
Answer during Pre-bid	The BAC will respond accordingly to the comment raised.

Engr. Corpuz asked if bidders can provide the size of the 150 KVA Generator Set and 25 KVA in order to make sure that the pad housing which will be constructed will fit the units being offered.

Ms. Soriano stated that this cannot be done at this time because there is still no winning bidder.

Mr. Michael Onia of Banitrade Enterprises stated that the size or dimensions of the generator sets which will be offered is indicated in the brochures which will be submitted together with their bid.

Engr. Corpuz stated that bidders must make sure that the unamended literature will be submitted.

Ms. Soriano reiterated that submission of unamended literature is required under the Conformity with Technical Specifications because the submitted unamended literature will be used by the BAC to cross-reference the specifications of units being offered with the required technical specifications. It is not sufficient for bidders to just indicate in Form 5 the bidder's compliance, unamended literature must also be submitted.

13. From Mr. Marvin Ruedas of Power Access Electrical Services

Question	On the MTS panel, Part Number is indicated, however standard enclosure is only needed if its indoor. What is acceptable, NEMA 1 or NEMA 3R for MTS enclosure.
Answer during Pre-bid	We will issue a Supplemental/Bid Bulletin regarding this matter

VI. ADJOURNMENT

There being no other matters to be discussed, Ms. Soriano thanked the participants and the meeting was adjourned at 11:45 PM.

Prepared by:



MS. CHARLOTTE C. BANDOLIN

Head, BAC Secretariat

Approved by:

BIDS AND AWARDS COMMITTEE FOR THE PROCUREMENT OF GOODS



MS. ELIZA M. MACONOCIDO

Vice Chairperson



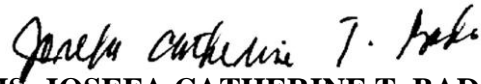
ATTY. MARLOU PACLEB

Member



MS. MARY JANE B. CARLOS

Member



MS. JOSEFA CATHERINE T. BADA

Member



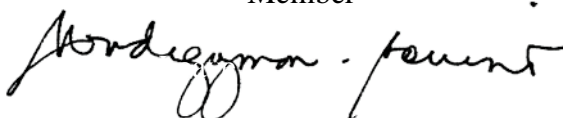
ENGR. CERILA A. CORPUZ

Member



MR. FRANKLIN C. VILLAREAL

Member



MS. MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO

Chairperson