

Minutes of Pre-Bid Conference

**HIRING OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING OF DSWD TRAVEL CLEARANCE CERTIFICATE FOR A MINOR
(ITB No. GOP/18-DSWD-013)**

19 July 2018 (02:00 p.m.) / Legal Service Conference Room

IN ATTENDANCE :

BIDS AND AWARDS COMMITTEE - I (BAC-I) :

- | | | |
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| 1. Dir. Carlo Florendo C. Castro | - | Vice-Chairperson |
| 2. Dir. Marites M. Maristela | - | Alternate Regular Member |
| 3. Dir. Natividad V. Canlas | - | Provisional Member |

BAC-I SECRETARIAT :

- | | | |
|-------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Mr. William V. Garcia Jr. | - | Administrative Officer V |
| 3. Mr. Ramon M. Villareal Jr. | - | Administrative Officer V |
| 4. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |
| 5. Mr. Ramises B. Esteban | - | Administrative Officer III |

OTHERS IN ATTENDANCE :

- | | | |
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| 1. Mr. Jerwin T. Navarro | - | Community Programs and Services Bureau |
| 2. Ms. Shery Anne B. Calmada | - | Community Programs and Services Bureau |
| 3. Ms. Luzvi S. Dabuet | - | Procurement Management Service- Contract Monitoring Division |
| 4. Ms. Jexielyn Crisselda I. Marasigan | - | Procurement Management Service- Contract Monitoring Division |

PROSPECTIVE BIDDER/S PRESENT :

- | | | |
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| 1. Mr. Rudy Anota | - | Cover & Pages Corp. |
| 2. Mr. Joseph Reburiano | - | Amar Graphic Center |
| 3. Mr. Lemar De Jesus | - | Qvivid Printing Services |
| 4. Ms. Sharleen Lumbo | - | Qvivid Printing Services |
| 5. Mr. Paolo De Jesus | - | Quivid Printing Services |
| 6. Ms. Yna Ramos | - | Aris Printhauss Inc. |
| 7. Ms. Alyanna Ramos | - | Aris Printhauss Inc. |

HIGHLIGHTS OF THE PRE-BID CONFERENCE :

I. CALL TO ORDER

The Pre-Bid Conference for the "Hiring of Service Provider for the Production and Printing of DSWD Travel Clearance Certificate for a Minor" was called to order at 02:00 p.m. by the BAC-I Vice-Chairperson, Dir. Carlo Florendo C. Castro. He then introduced the members of the BAC-I, the BAC-I Secretariat, and the representatives from the End-user (Community Programs and Services Bureau) and Procurement Management Service. (*Note: The invited observers were unable to attend.*) He also acknowledged the presence of representatives of the prospective bidders.

Dir. Castro stated that printed copies of the instructions on how to prepare the bidding documents were distributed to the prospective bidders before the conduct of the Pre-Bid Conference.

A copy of the Agenda is attached hereto, marked as **Annex "A"**, and made an integral part hereof.

II. OPEN FORUM

| ISSUES/ CONCERNS | DISCUSSION | AGREEMENTS/ ACTION REQUIRED |
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| Preparation of Bid Proposal/ Bidding Documents | <ul style="list-style-type: none"> Have you secured a copy of the bidding documents? <i>Dir. Castro</i> We were able to download a copy at the PhilGEPS website. <i>Prospective Bidders</i> Have all of you participated in public bidding? <i>Dir. Castro</i> Yes, we have participated before in public bidding in other agencies. <i>Prospective Bidders</i> Are you familiar with the preparation of bid proposals or do you have any question regarding the preparation of bidding documents? <i>Dir. Castro</i> We are all familiar with the preparation of bid proposals and we have no question regarding the preparation of bidding documents. <i>Prospective Bidders</i> Can we now proceed to the discussion of the schedule of requirements and technical specifications? <i>Dir. Castro</i> Yes, we can proceed to discuss the schedule of requirements and technical specifications. <i>Prospective Bidders</i> | <ul style="list-style-type: none"> Remarks were duly noted. |
| Schedule of Requirements | <ul style="list-style-type: none"> The quantity for this project is 3,000 pads and work will begin upon receipt of the Notice to Proceed. The awarded service provider will fifteen (15) days to complete the delivery. Any questions on the schedule of requirements? <i>Dir. Castro</i> None. <i>Prospective Bidders</i> | <ul style="list-style-type: none"> Remarks were duly noted. |

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| <p>Technical Specifications</p> <ul style="list-style-type: none"> - CTC Numbering : 941301-1091301 - Material : Vellum 180 gsm - Finish : 2-sides printing - Color of Sheet : Light Blue | <ul style="list-style-type: none"> • The travel clearance certificate for a minor is one of the forms or certificates issued to minors traveling abroad. Basically, this form will have a CTC number in series and will be distributed to all DSWD Field Offices. <i>Ms. Calmada</i> • Are the forms pre-numbered? <i>Dir. Castro</i> • Yes, the forms are pre-numbered. The changes from the previous form are the validity period and design. <i>Ms. Calmada</i> • This will be printed on vellum board 180 gsm. Will this have a watermark? <i>Dir. Castro</i> • No but the DSWD logo is included in the printing. <i>Ms. Calmada</i> • So this is not a watermark, it is the background logo. <i>Dir. Castro</i> • It is not a watermark in the paper. <i>Dir. Maristela</i> • It is part of the print. Is this a back-to-back printing only? <i>Dir. Castro</i> • Yes, it is back-to-back printing. <i>Ms. Calmada</i> • It is has two-sides of printing with four (4) colors. Is the paper light blue in color? <i>Dir. Castro</i> • The vellum board is light blue. <i>Ms. Calmada</i> • Is the print blue or do you require the paper to be blue? <i>Ms. Ramos</i> • The color of the paper is light blue. <i>Ms. Calmada</i> • What is the pantone or CMYK equivalent of light blue since there are many kinds of light blue? <i>Dir. Castro</i> | <ul style="list-style-type: none"> • Remarks were duly noted. • Remarks were duly noted. • Remarks were duly noted. • End-user will provide the CMYK equivalent of light blue. BAC-I shall issue a supplemental/ bid bulletin for this purpose. |
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| <p>- Binding : Padded</p> <p>- Security Features</p> | <ul style="list-style-type: none"> • Can the End-user provide a sample? <i>Ms. Arcaina</i> • If the End-user will present a sample, will you require an exact color or a close color will be accepted? <i>Dir. Castro</i> • The field offices call the form "blue form" that is why it was deemed to have a light blue color. <i>Ms. Calmada</i> • We should have a CMYK value of the light blue. <i>Dir. Castro</i> • We can provide a sample. <i>Mr. Navarro</i> • You can submit the sample to BAC Secretariat. <i>Dir. Castro</i> • The binding is padded like a pad paper. The CTC number is indicated at the top. The place of delivery is at the Central Office and CPSB will distribute to the field offices. <i>Dir. Castro</i> • Is the certificate a security paper? <i>Dir. Castro</i> • This is not a security paper. <i>Mr. Dimafelix</i> • What is the security feature of the paper? <i>Dir. Castro</i> • The security feature was not included during the preparation of the project proposal. <i>Ms. Calmada</i> • It may not be a security paper but it should have a security feature like a barcode. <i>Dir. Castro</i> • For the security feature, can we include a security feature in our proposal? Can we add the security feature for DSWD? <i>Mr. De Jesus</i> • The bidder may include additional features but the bids shall still be evaluated based on the required specifications. The award shall be given to the bidder that meets the | <ul style="list-style-type: none"> • End-user to provide sample of the certificate. • Remarks were duly noted. • End-user to study the possibility of including the barcode as security feature in the certificate. BAC-I shall issue a supplemental/ bid bulletin if any amendment will be made. |
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| | <p>minimum requirements with the lowest price proposal. The BAC-I will consider your proposal for the next procurement. What kinds of security features will you be suggesting? <i>Dir. Castro</i></p> <ul style="list-style-type: none"> • There are many security features used today, but the best is hologram. <i>Mr. De Jesus</i> • What is the additional cost for the inclusion of a hologram sticker? <i>Dir. Castro</i> • It will depend on the quantity. <i>Mr. De Jesus</i> • What are the other security features that you can offer? <i>Dir. Castro</i> • Barcodes can be done easily. There are labels that now have holograms. <i>Mr. De Jesus</i> • We can change the design to include the barcode but we cannot change the approved budget. Will the barcode impact the cost? <i>Dir. Castro</i> • If it is only one barcode, it may not affect the cost. <i>Mr. De Jesus</i> • The forms will be numbered and will they have a barcode for each number? <i>Dir. Castro</i> • No sir, it will have only one barcode for all the forms. It will be hard to make if the barcodes are different for all the forms and will entail addition printing cost. <i>Mr. De Jesus</i> • The inclusion of the barcode is a good security feature. <i>Dir. Maristela</i> • The End-user may consider to include the common barcode at no additional cost. <i>Dir. Castro</i> | |
| Prescribed Forms | <ul style="list-style-type: none"> • Please be reminded to fill-up correctly the prescribed forms included in the bidding documents. <i>Mr. Villareal</i> | <ul style="list-style-type: none"> • Remarks were duly noted. |

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| | <ul style="list-style-type: none"> Reminder on the financial components, make sure that the three (3) documents are accomplished, namely, bid form, price proposal form and price schedule form. The BAC-I may disqualify the bid if the bidder do not accomplish the price schedule form which is required by COA. Also, in the technical specification form, the bidder should indicate the details of the bid and not just write "comply", as stated in the footnote. The bidder may copy the minimum specifications that the DSWD require or if he/she have a better offer then should write it in the specified column, but "comply" will not be accepted. <i>Dir. Castro</i> | |
| Additional Queries and Clarifications | <ul style="list-style-type: none"> Queries and Clarifications may be submitted to the BAC-I Secretariat on or before 05:00 p.m. of Monday, July 23, 2018 in writing thru email or fax. The BAC-I will respond to the queires, if any, through a supplemental/ bid bulletin. <i>Dir. Castro</i> | <ul style="list-style-type: none"> Remarks were duly noted. |

III. ADJOURNMENT

Having no other matters to discuss, the Pre-Bid Conference was adjourned at 02:30 p.m.

Prepared By:


RAMISES B. ESTEBAN
Administrative Officer III
Bids and Awards Committee-I Secretariat

Noted by:


OLIVA C. ARCAINA
Supervising Administrative Officer
Bids and Awards Committee-I Secretariat

Approved by:


CARLO FLORENDO C. CASTRO
Director IV and
Bids and Awards Committee-I Vice-Chairperson



PRE-BID CONFERENCE

HIRING OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING OF DSWD TRAVEL CLEARANCE CERTIFICATE FOR A MINOR

(ITB No. GOP/18-DSWD-013)

Date: 19 July 2018 • **Time:** 02:00 p.m. • **Venue:** Legal Service Conference Room

A G E N D A

I. Call to Order

1. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
2. Acknowledge the presence of all interested bidders who are in attendance.
3. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

1. The procurement procedure for the **"Hiring of Service Provider for the Production and Printing of DSWD Travel Clearance Certificate for a Minor"** is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised 2016 Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
2. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

3. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

4. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.



III. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Eligibility and Technical Component

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

The BAC shall open the first envelope (Eligibility and Technical Component) and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary "pass/fail" criteria. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as "failed" and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as "passed".

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary "pass/fail" criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as "failed".

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.

F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared "passed", using a non-discretionary criteria. Those who complied with the criteria prescribed in the



bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bid (LCB).

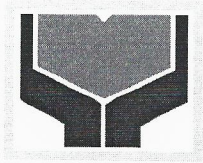
G. Post-Qualification

After determining the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case maybe, the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the LCB/SCB, using non-discretionary criteria. If the BAC determines that the bidder with the LCB/SCB passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bid (LCRB) or Single Calculated and Responsive Bid (SCRB) and award the contract to the said bidder.

IV. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

V. Adjournment






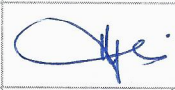



Republic of the Philippines
Department of Social Welfare and Development
Bids and Awards Committee-I

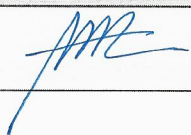

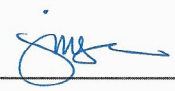

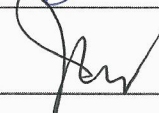
PRE-BID CONFERENCE

**HIRING OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING
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(ITB No. GOP/18-DSWD-013)

Date: 19 July 2018 • **Time:** 01:30 p.m. • **Venue:** Legal Service Conference Room

A T T E N D A N C E

| Name | Designation | Signature |
|--|-------------------------------------|---|
| 1. U/Sec. Florita R. Villar | Chairperson, BAC-I | ON OFFICIAL BUSINESS/TRAVEL |
| 2. Dir. Carlo Florendo C. Castro | Vice Chairperson, BAC-I |  |
| 3. Dir. Felino O. Castro V | Regular Member, BAC-I | ON OFFICIAL BUSINESS/TRAVEL |
| 4. Dir. Marites M. Maristela | Alternate Regular Member, BAC-I |  |
| 5. Dir. Natividad V. Canlas | Provisional Member, BAC-I |  |
| 6. (Vacant) | Alternate Provisional Member, BAC-I | |
| 7. Ms. Alecel T. Enano | Provisional Member, BAC-I | ON LEAVE |
| 8. Mr. Samuel L. Genita, Jr. | Alternate Provisional Member, BAC-I | ON OFFICIAL BUSINESS/TRAVEL |
| 9. Dir. Mary Angelene DP. Arabit-Tolentino | Procurement Management Service | |
| 10. Ms. Oliva C. Arcaina | SAO, BAC Secretariat |  |
| 11. Mr. Ramon M. Villareal, Jr. | AO V, BAC Secretariat |  |
| 12. Mr. William V. Garcia, Jr. | AO V, BAC Secretariat |  |
| 13. Ms. Katrina E. Garcia | AO IV, BAC Secretariat | |
| 14. Mr. Arjay C. Dimafelix | AO IV, BAC Secretariat |  |
| 15. Ms. Lilian M. Pasion | AO III, BAC Secretariat | |

| Name | Designation | Signature |
|-----------------------------------|---|---|
| 16. Mr. Ramises B. Esteban | AO III, BAC Secretariat |  |
| 17. Mr. Lourence C. Buenaventura | AA II, BAC Secretariat | |
| 18. Ms. Karina Antonette A. Agudo | SAO, Procurement Planning and Management Division | |
| 19. Sherry Anne B. Calmado | PDD-III |  |
| 20. Jexielyn marasigan | AA III PMS-AMD |  |
| 21. Luzvi Labuet | AO II, PMSAMD |  |
| 22. Jhenin T. Nowano | OC-AMD - CPSB |  |
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Republic of the Philippines
Department of Social Welfare and Development
BIDS AND AWARDS COMMITTEE-I

PRE-BID CONFERENCE

**HIRING OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING
OF DSWD TRAVEL CLEARANCE CERTIFICATE FOR A MINOR**

(ITB No. GOP/18-DSWD-013)

Date: 19 July 2018 • Time: 01:30 p.m. • Venue: Legal Service Conference Room

BIDDER'S ATTENDANCE

PLEASE WRITE IN PRINT.

| Name of Bidder's Representative and Designation | Company Name and Complete Address | Email Add: | Telephone No(s). | Fax No(s). | Signature |
|--|---|-------------------------------|---------------------|------------|-----------|
| 1. Rudy Anota - Sales Rep. | Cover 4 Pages Corp- Silang Ct. Sta Ana, M/a. | | 5647757/58 | 5604604 | |
| 2. JOSEPH M. REYANARIO | AMAR GRAPHIC CENTER D.C. | | 930-9281 | | |
| 3. Lemnar De Jesus/Account Specialist | Quivid Printing Services Aurora Blvd. Q.C. | quivid.printing @gmail.com | 944-60-67 | | |
| 4. Starleen Lumbo | Quivid Printing Service Aurora Blvd. Q.C. | quivid.printing @gmail.com | 944-60-67 | | |
| 5. Paolo De Jesus | Quivid Printing | quivid-printing @gmail.com | 944-60-67 | | |



Republic of the Philippines
Department of Social Welfare and Development
BIDS AND AWARDS COMMITTEE-I

PRE-BID CONFERENCE


**HIRING OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING
OF DSWD TRAVEL CLEARANCE CERTIFICATE FOR A MINOR**

(ITB No. GOP/18-DSWD-013)

Date: 18 July 2018 • **Time:** 01:30 p.m. • **Venue:** STB Conference Room

BIDDER'S ATTENDANCE

PLEASE WRITE IN PRINT.

| Name of Bidder's Representative and Designation | Company Name and Complete Address | Email Add: | Telephone No(s). | Fax No(s). | Signature |
|--|--|--------------------------|---------------------|----------------------|---|
| Yha Ramon 1. Alyanna Ramon | Aris Printhaus, Inc. #29 29 St. Louis Camp 7 BACSA Q.C. | aris-print@ yahoo.com | 452424 / 4565965 | 3626509 / 3625570 |  |
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