

REPUBLIC OF THE PHILIPPINES  
PRESIDENTIAL BROADCAST STAFF-RTVM  
MALACANANG, MANILA  
Telefax: 734-5681

PRE-BID CONFERENCE

**Project: SUPPLY, DELIVERY AND INSTALLATION OF OFFICE MODULAR PARTITIONS AND CHAIRS**  
**NOV. 7, 2019, 10:00am**  
**RTVM Conference Room**

**Attendees:**

Eileen Arante	-	BAC Vice-Chairperson (Presiding Officer)
Edgar de la Cruz	-	BAC Member
Orlando Camua	-	BAC Member
Leoneil Corpin	-	BAC Member
Brando Aguilan	-	Alternate BAC Member
Ritche Abad	-	TWG Member
Rexcy James Ugot	-	TWG Member
Anacleto Amazona	-	TWG Member
Fernando Pasumbal II	-	End-users' Representative
Henry S. Baldos, Jr.	-	Summit Furnishing
Jean Rivera	-	Ergo Contracts
Leo Villacarlos	-	Roseco Marketing Ventures
Jerico Flores	-	Design Excellence
Erexel Sanchez	-	Asahi Design Centre, Inc.
Alvin Aban	-	Aurora (O.A) Phils. Inc.
Edwin Asuncion	-	CubixOffice Inc
Alejandro dela Torre, Jr	-	Progress Home & Office Furnishings
Jenelyn David	-	Filcrafters, Inc
Teresa Roselada	-	Design & Function Inc.
Marcial Tundagui	-	COA (Observer)
Yna Marei Aguilar	-	COA (Observer)
Fe Garcia	-	BAC Secretariat
Dionilou Fuyonan	-	BAC Secretariat
Robinson Campo	-	BAC Secretariat

**I. CALL TO ORDER :**

In the absence of the BAC Chairperson, Ms. Eileen Arante being the Vice-Chairperson presided the pre-bid conference for the Project: Supply, Delivery and Installation of Office Modular Partitions and Chairs with public bidding identification number PBS-RTVM19-004. The meeting was called to order at about 10:05am. She immediately acknowledged the presence of the BAC and TWG Members as well as the attendance of the observers from the Commission on Audit and the prospective bidders. To enhance the transparency of the bidding process, invitation letters were sent to observers and were received on October 30, 2019. Notwithstanding the absence of the other two invited organizations to observe, PCCI and IECEP, the Presiding Officer informed that the Pre-Bid Conference shall proceed in compliance with the provision of RA 9184.

**II. BUSINESS MATTERS DISCUSSED:**

The Presiding Officer called on the BAC Secretariat to present the bid documents to the prospective bidders to enable the latter to raise any concern for clarification. Schedules for

the bidding activities of the Project were discussed as well as the particular requirements stated in the Bid Data Sheet of Section 3 of the Bidding Documents and the different forms found in Section VIII to be used by the Bidders in their bid submission. It was emphasized that since two copies of the Bid are required to be submitted by the Bidder, an original and copy 1 of the Bid, the original copy shall prevail should there be any discrepancy on the documents. The prospective bidders were also informed that in this particular project, the warranty is for three months and that the warranty security required is 3% of the total project cost of the Winning Bidder.

The contents of the bid envelope was also discussed to guide the Bidders on the sequence of the documents to be submitted before the Technical Specifications were tackled. The Bidders were informed that for the Omnibus Sworn Statement, a Secretary's Certificate should be attached thereto.

One of the prospective bidders clarified whether the similar project requirement, "Supply and Delivery of Office Modular Partitions", for the Single Largest Completed Contract will solely and strictly focus on the title of their completed project; Concern was expressed on the possible difference of the titles of their projects from other clients but the items delivered were office modular partitions. The Bids and Awards Committee explained that the main concern on the similar project is the nature of their delivered or completed contract, and this should be modular partitions. It was also made clear that sale of purely chairs would not be acceptable.


When the Technical Specifications was taken up, most of the bidders appealed on the 57mm thickness requirement of the aluminum frame on the Terms and Conditions. It was agreed that this measurement shall be amended to a range of 55mm to 60mm. The bidders also noted that for Item #7 Office Chair #1, there was no specified material for the legs of the star base. For a fair presentation of the bid, it was unanimously agreed that specification for legs of the star base for Item #7 Office Chair #1 shall be chrome.

The BAC and TWG made mention too that the fabric color for the partitions shall be finalized with the Winning Bidder once the project is already awarded. The prospective bidders were later on encouraged to conduct the ocular inspection of RTVM offices where the modular partitions shall be installed after the Pre-Bid Conference.

### III. ADJOURNMENT


Having no other clarificatory question from the prospective bidders, the Presiding Officer, reminded the prompt submission of bids on or before Nov. 19, 2019, the last day of bid submission and bid opening day. The bidders were asked to synchronized their time with the LED Clock of RTVM installed at the Main Lobby for a common time reference. Lastly, she thanked all the attendees and adjourned the Pre-Bid Conference at 11:30am.

Prepared by:

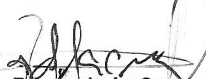
  
Fe T. Garcia  
BAC Secretariat

Certified Correct and Approved:

  
Eileen Arante  
Vice-Chairperson  
(Presiding Officer)

  
Orlando Camua  
BAC Member

  
Leoneil Corpin  
BAC Member

  
Edgar de la Cruz  
BAC Member

  
Brando Aguilan  
Alternate BAC  
Member