

PROCUREMENT OF Diplomatic Pouch

Pre-bid Conference

Bids and Awards Committee

24 October 2018, 2018 10:00 am

MINUTES:

Attendance:

BAC MEMBERS

IMELDA M. PANOLONG	- Chairperson
MARY LUCK S. HICARTE	- Member
CHARMAINE A. SERNA-CHUA	- Member
VELORIO PALADO	- End-User Member
JAMES PATRICK SAMSON	- End-User Member
TEDDY PAVON	- Secretariat Head
ARIEL ESPARTO	- Secretariat Member
MICAELLA TOBIAS	- Secretariat Member

The Pre-bid conference for the Department of Foreign Affairs' procurement of Diplomatic Pouch Services for the Department of Foreign Affairs for CY 2019 with an Approved Budget for the Contract of Forty Two Million Pesos (PhP42,000,000.00) was held at the BAC Conference Room at 24 October 2018 and presided by BAC Chairperson Imelda M. Panolong. The pre-bid conference started at 1:10 pm when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. LBC
2. Transmodal Int'l
3. All Transport
4. 2Go Express
5. Premiere Logistics

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

Specifically, it was reminded to the potential bidders that since this is an early procurement process, any award will only be made after the signing of the 2019 General Appropriations Act, which is expected by the end of the year. However, the Department is conducting the bidding process in order for this contract to begin as soon as the GAA is approved.

It was clarified that delay due to Customs shall not be considered as delay by the Contractor.

On the Contractor's Qualifications the end-user after clarifying questions made by potential bidders, will issue in a supplemental bulletin amending the experience in handling the diplomatic pouch.

On ANNEX B, the End User will also indicate in their supplemental bulletin, an estimated volume for the Foreign Posts that may be opened in CY 2019, in order to solicit a more accurate bid breakdown from all bidders.

On Statement of Compliance, it was clarified that the Technical Specifications is where the bidders shall indicate their compliance and sign the same. It was suggested that the contents for the schedule of compliance be the same information indicated in ANNEX B, but must not indicated any price or cost.

Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.