



DENR Bids and Awards Committee for Regular Operations

**MINUTES OF BAC MEETING
31 May 2019**

- Venue** : Field Operations Conference Room, 5th Floor, DENR Main Building
- Date/Time** : 31 May 2019, Friday
10:30 AM onwards
- Agenda** : **Pre-Bid Conference for the following DENR requirements:**
- 1) Supply, Delivery, Installation and Testing of Various Brand New Air Conditioning Units for the Department of Environment and Natural Resources-Central Office (DENR-CO) under IB No. DENR-CO-2019-001
 - a) **Lot No. 1:** 6 units 10 Ton Package Type
 - b) **Lot No. 2:** 12 units Wall Type Inverter (7 units 2.0HP & 5 units 3.0HP)
 - c) **Lot No. 3:** 34 units 5 Ton/6HP Inverter (12 units ceiling type & 22 units package type)
 - d) **Lot No. 4:** 41 units 3 Ton/4HP Inverter (38 units floor type & 3 units ceiling type)
 - 2) Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for the Department of Environment and Natural Resources-Central Office (DENR-CO) under IB No. DENR-CO-2019-002

I. ATTENDANCE

DENR Bids and Awards Committee

Evelyn G. Nillosan	Alternate Vice Chairperson
Engr. Gilbert C. Mondroy	Alternate Member
Engr. Guillermo V. Estipona, Jr.	Provisional Member/End-User

BAC Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Angelito L. Estrada	Member
Jack Victor B. Nera	Member

BAC Secretariat

Marian R. Ada Cruz	Head Secretariat
Dianne G. Ibias	Member
Lamberto S. Ramos	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member

Other office staffs

Prospective Bidders

Representatives

A. Supply, Delivery, Installation and Testing of Various Brand New Air Conditioning Units for the (DENR-CO)

- | | |
|--------------------------------------|---------------------------------------|
| 1) Globalaire Technology Corporation | Divine Magbanua |
| 2) Trademaster Resources Corp. | Bernard Marquez |
| 3) ACMI Office Systems Phils., Inc. | Rosemarie Dela Cruz
Don Ivan Tuyay |
| 4) Aequus Enterprise | Marilyn Pabiona |
| 5) Deokma Eight Trading, Inc. | Melody Garcia |
| 6) Innovalite Inc. | Fred Comboy
Karlou Saxa |
| 7) Coffel Aire Ind., Inc. | Larry Camarines |

B. Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for the for the DENR-CO

- | | |
|---------------------|-----------------|
| 1) DACO Sales, Inc. | James Yong Look |
|---------------------|-----------------|

***Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 31 May 2019.**

II. CALL TO ORDER

The meeting was called to order at 10:30 AM and presided by the Alternate Vice Chairperson, to discuss the agenda stated above.

III. ROLL CALL

The BAC Secretariat called the roll and informed the Alternate Vice Chairperson that three (3) members are present which constitute a quorum. The Alternate Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

IV. SALIENT FEATURES OF DISCUSSION

Pre-Bid Conference

1) Supply, Delivery, Installation and Testing of Various Brand New Air Conditioning Units for the DENR-CO

- The BAC Alternate Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:

- 1) Globalaire Technology Corporation
- 2) Trademaster Resources Corp
- 3) ACMI Office Systems Phils., Inc.
- 4) Aequus Enterprise
- 5) Deokma Eight Trading, Inc.
- 6) Innovalite Inc.
- 7) Coffel Aire Ind., Inc.

- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
 - Packaging and Envelope Labeling Instructions
 - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
 - Invitation to Bid
 - Instruction to Bidders
 - Bid Data Sheet
 - General Conditions of the Contract
 - Special Conditions of the Contract
 - Eligibility Documents
 - Legal, Technical and Financial Requirements
 - Documentary Requirements for Post-Qualification
 - Schedule of Requirements & Technical Specifications
 - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
 - Bidding Forms
 - How to properly fill-up the required forms.
 - Recommended format of the Secretary's Certificate
 - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
 - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
 - Checklist of Requirements
- During the discussion, some issues and concerns were raised by the prospective bidders and will be officially clarified/answered thru bid bulletin, as stated below:

Issues/Concerns	Response
On the attachment for the Statement of the Bidder's Single Largest Completed Contract (SLCC), will Collection Receipt do instead of the required Official Receipt or Sales Invoice?	Per the Secretariat, Collection Receipt will do.
On the Technical Specifications, do they need to write "Comply" per line item?	Prospective bidders were advised to write "Comply" once, on the merged space provided on the right side of the line items.
On the Post-Qualification Documentary Requirements:	
On the brochure. If they are about to offer a newly manufactured item and it doesn't have a brochure yet, what can they submit to meet the said requirement?	In the absence of the brochure, the winning bidder can submit Technical Data Sheet of the item being offered, signed by its manufacturer.

<p>On the Certificate of Performance Evaluation attached as Annex VII in the Bidding Documents:</p> <ul style="list-style-type: none"> ○ What if they have a Certificate of Satisfactory Performance not specifying the parameters indicated in Annex VII? ○ If they are about to request a Certificate using the DENR's form, it might take time, and the non-extendible period of five (5) days to submit the required post-qualification documentary requirements might not suffice. ○ It is difficult to request to other procuring entities another Certificate of the different content and format if they have already given a Certificate of Satisfactory Performance, ○ Certificates issued by other procuring entities are system generated. 	<p>The Committee noted all the concerns and comments from the prospective bidders and has agreed to have a meeting with the TWG and End-user Unit to discuss if the said requirement can be simplified.</p>
<p>On the Certification issued by the manufacturer accompanied with proof that the brand being offered has been in the Philippine Market for at least ten (10) years:</p> <ul style="list-style-type: none"> ○ Manufacturers don't give contracts, delivery receipts and sales invoices to them because those are their private properties. Will brochure be accepted if the manufacturing date is indicated on it? ○ Will Securities and Exchange Commission (SEC) Registration be accepted as proof if the Company Name indicated is the same with the name of the brand being offered? 	<ul style="list-style-type: none"> ○ Per the BAC, it is understood that the manufacturer will not issue or give such documents. However, prospective bidders were instructed to attach proof which is readily available such as literature showing that the brand being offered has been in the Philippine Market for at least 10 years. ○ Brochure indicating manufacturing date and/or SEC Registration with same Company Name and brand name will be accepted.
<p>On the Certificate that the products are repairable and that replacement parts are available for a minimum of ten (10) years after end-of-production issued by the manufacturer of the brand being offered.</p> <ul style="list-style-type: none"> ○ 10 years is too long. ○ They can only offer five (5) years for the warranty. 	<ul style="list-style-type: none"> ○ This requirement is provided by the Government Procurement Policy Board (GPPB) on its Green Public Procurement (GPP) technical specifications for priority product groups. ○ The required Certification should only certify that the parts of the products to be offered will still be available and repairable 10 years after end-of-production. It does not cover the warranty.

- After thorough discussion with the prospective bidders, the BAC agreed to change/revise the following technical specifications specified in the Section VI. Schedule of Requirements & Technical Specifications:

a) *For Lot No. 1: 10 Ton Package Type*

- **Completion Period and Project Site**

Line No.	From	To
1	Supply and Delivery must be completed thirty (30) calendar days from receipt of Notice to Proceed (NTP). Delivery site is at the Materials Control Unit Office, Basement, DENR Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City.	Supply and Delivery must be completed sixty (60) calendar days from receipt of Notice to Proceed (NTP). Delivery site is at the Materials Control Unit Office, Basement, DENR Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City.

- **Technical Specifications**

Line No.	From	To
3 (Power Source)	208/240V 3Ø 60Hz	208/240/440V 3Ø 60Hz
6 (EER)	11.0 (min)	9.0 (min)
7	At least Energy Star 4.0 Compliant	Deleted

b) *For Lot No. 2: 12 units Wall Type Inverter*

- *The specified Ten (10) years on Indoor Air Handling Units (AHU) on Section V.I. Warranty will be subjected for further review and discussion with the end-user unit.*

- **Technical Specifications**

Line No.	From	To
2.0HP Wall Type Inverter ACU		
6 (EER)	13.0 (min)	12.0 (min)
7	At least Energy Star 4.0 Compliant	Deleted
3.0HP Wall Type Inverter ACU		
6 (EER)	13.0 (min)	12.0 (min)
7	At least Energy Star 4.0 Compliant	Deleted

c) *For Lot No. 3: 34 units 5 Ton/6HP Inverter*

▪ **Technical Specifications**

Line No.	From	To
7	At least Energy Star 4.0 Compliant	Deleted

d) *For Lot No. 4: 41 units 3 Ton/4HP Inverter*

- *The specified Rated Current of 15.0 Amperes (max) on the Technical Specifications will be subjected for further review and discussion with the end-user unit.*

▪ **Completion Period and Project Site**

Line No.	From	To
1	Installation and Testing must be completed within forty five (45) calendar days from receipt of Notice to Install. Installation site is at the DENR Compound, Visayas Avenue, Diliman, Quezon City. List of designated sites is enumerated in Item No. VI of this TOR.	Installation and Testing must be completed within fifty (50) calendar days from receipt of Notice to Install. Installation site is at the DENR Compound, Visayas Avenue, Diliman, Quezon City. List of designated sites is enumerated in Item No. VI of this TOR.

▪ **Technical Specifications**

Line No.	From	To
7	At least Energy Star 4.0 Compliant	Deleted

- All prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 3 June 2019.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 4 June 2019 in order to proceed with the scheduled Bid Opening on 13 June 2019.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP5,000.00 for Lot No. 1, PhP5,000.00 for Lot No. 2, PhP10,000.00 for Lot No. 3 and PhP10,000.00 for Lot No. 4 not later than the scheduled submission of bids on 13 June 2019, 10:00 AM to be able to participate in the bidding.

2) **Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for the DENR-CO**

- The BAC Alternate Vice Chairperson introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, DACO Sales, Inc., represented by Mr. James Yong Look.

- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
 - Packaging and Envelope Labeling Instructions
 - Invitation to Bid
 - Instruction to Bidders
 - Bid Data Sheet
 - General Conditions of the Contract
 - Special Conditions of the Contract
 - Eligibility Documents
 - Legal, Technical and Financial Requirements
 - Documentary Requirements for Post-Qualification
 - Schedule of Requirements
 - Technical Specifications
 - Bidding Forms
 - Checklist of Requirements

- During the discussion, an issue/concern was raised by the prospective bidder and will be officially clarified/answered thru bid bulletin, as stated below:

Issue/Concern	Response
<p>On the post-qualification documentary requirements, specifically the valid and current Certificate of Health Related Device Registration issued by the Department of Health (DOH):</p> <ul style="list-style-type: none"> ○ What if the said Certificate is not directly issued to the installer (bidder) instead it is issued in the name of the supplier, would it suffice? 	<p>Per the BAC, if the Certificate is not issued by the manufacturer, the bidder must also submit certification or any equivalent document linking the bidder to the manufacturer.</p>

- The prospective bidder was advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 3 June 2019.
- For the End-User Unit, to respond to the queries and clarifications of the bidder/s on or before 4 June 2019 in order to proceed with the scheduled Bid Opening on 13 June 2019.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.
- The BAC Secretariat reminded the prospective bidder to purchase the bidding documents amounting to PhP5,000.00 not later than the scheduled submission of bids on 13 June 2019, 1:00 PM to be able to participate in the bidding.

V. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 3:30 PM.

Prepared by:

Noted by:


MARIAN R. ADA CRUZ
 Head, BAC Secretariat


EVELYN G. NILLOSAN
 Chief, Management Division &
 Alternate Vice Chairperson, Bids & Awards Committee