

Minutes of Pre-Bid Conference

HIRING OF SERVICE PROVIDER FOR PRINTING OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR THE POPULARIZATION OF DSWD'S REGULATORY SERVICES

ITB No. GOP/19-DSWD-034

28 May 2019 (10:00 am) / Office of the Undersecretary for Disaster Response and Management (OUSDRM) Conference Room, 3rd Floor, Matapat Building

IN ATTENDANCE :

BIDS AND AWARDS COMMITTEE (BAC) :

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| 1. Usec. Felicisimo S. Budiongan | - | Chairperson |
| 2. Atty. Maria Cassandra M. Urbiztondo | - | Provisional Member |
| 3. Mr. Felix M. Armeña | - | Alternate Provisional Member |

BAC SECRETARIAT :

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| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr. | - | Administrative Officer V |
| 3. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |

OTHERS IN ATTENDANCE :

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| 1. Dir. Emmanuel P. Privado | - | Office of the Secretary-Focal for Procurement Management Service (PMS) |
| 2. Ms. Ester R. Egamino | - | Procurement Planning Management Division (PPMD), Procurement Management Service (PMS) |
| 3. Mr. Patrick John Reyes | - | Standards Bureau (SB) |

BIDDER'S ATTENDANCE :

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| 1. Ms. Eva E. Faderanga | - | Innovation Printshoppe, Inc. |
| 2. Ms. Lorena E. Diaz | - | Knit & Tuck Merchandising |
| 3. Ms. Julian Mirasol | - | New Age Graphics, Inc. |
| 4. Mr. Joseph Peña | - | APO Production Unit |
| 5. Ms. Eva M. Precilda | - | VJ Graphic Arts, Inc. |
| 6. Ms. Anna Pamesa | - | Kayumanggi Press, Inc. |

HIGHLIGHTS OF THE PRE-BID CONFERENCE:

I. CALL TO ORDER

The Pre-Bid Conference for the "Hiring of Service Provider for Printing of Information, Education and Communication (IEC) Materials for the Popularization of DSWD's Regulatory Services" was called to order at 10:00 a.m. by the BAC Chairperson, Usec. Felicisimo S. Budiongan. He then introduced the member of the BAC, the BAC Secretariat, and the representatives from the PMS, End-user (SB) and the Office of the Secretary. He also acknowledged the presence of the prospective bidders. *(Note: The other invited observers were unable to attend.)*

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
<ul style="list-style-type: none"> • Preparation of Bid Proposal 	<ul style="list-style-type: none"> • Usec. Budiongan (<i>BAC Chairperson</i>) instructed the BAC Secretariat to present the procurement guidelines in the conduct of public bidding and preparation of bids. • Ms. Arcaina (<i>BAC Secretariat</i>) asked the prospective bidders who are present if they are already familiar with the procurement guidelines in the conduct of public bidding and the preparation of bids and are willing to forego the presentation. • Prospective bidders replied that they are willing to forego with the presentation. • Usec. Budiongan forego the presentation of procurement guidelines in the conduct of public bidding and the preparation of bids and proceeded with the discussion. He also asked the end-user to provide simple background of the procurement project. • Mr. Reyes discuss the description of the project, the purpose and requirements and the Approved Budget for the Contract. 	
<ul style="list-style-type: none"> • Flyer 	<ul style="list-style-type: none"> • Ms. Faderanga asked if the fold requirement of flyers is really Tri-fold (3 panel) or just only two-fold (3 panel). She also demonstrated by folding a paper and show to the end-user to clarify. • Mr. Reyes confirmed that it is only two-fold (3 panel). 	<ul style="list-style-type: none"> • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-user.

<ul style="list-style-type: none"> • Primer 	<ul style="list-style-type: none"> • Ms. Faderanga asked if the book paper for primers is 100 gsm or lbs. • Mr. Reyes replied that the book paper for primers is 100 gsm • Ms. Faderanga explained that 100 gsm is equivalent to 70 lbs. • Mr. Reyes agreed with the explanation. • Ms. Faderanga inquired if the binding for primers is real stapled and to use book tape. • Mr. Reyes responded that it was decided to have it covered by book tape outside to look it clean. He also stated that instead of “maximum number of pages: 40” it should be “maximum number of leaves: 40” • Ms. Faderanga asked if the maximum number of leaves is excluding cover. • Mr. Reyes replied that it excluding cover. • Ms. Mirasol suggested that the binding should be saddle stitch instead of stapled since the maximum number of leaves that can be staples is 40. She also stated that the paper cover is too thick with fold cote 15 and suggested that binding requirement should be perfect binding and not stapled. • Mr. Reyes noted the suggestion that the binding requirement for primers is perfect binding instead of stapled, due to the changes from maximum number of 40 pages into 40 leaves, for further review with the Social Marketing Service. • Ms. Mirasol also suggested that if it is perfect binding the service provider does not need to use a book tape. • Mr. Reyes agreed with the suggestion. • Ms. Faderanga asked if the cover and all pages for primers is full color. • Mr. Reyes confirmed that the cover and all pages both sides are full color. 	<ul style="list-style-type: none"> • Review and study all the clarifications and suggestions raised by the prospective bidders. • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-user.
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	<ul style="list-style-type: none"> • Ms. Faderanga clarified if all the inside pages are full color. • Mr. Reyes replied that some of inside pages with graphics are full color but there are pages that contains only text which only printed in black. He further stated that the full color in the inside pages which contains diagrams are not more than 10 leaves. • Ms. Mirasol inquired if the diagrams are scattered or consecutively places in the inside pages. • Mr. Reyes confirmed that the diagrams are consecutively place in the inside pages. 	
<ul style="list-style-type: none"> • Info Kit Folder (For Primers) 	<ul style="list-style-type: none"> • Ms. Faderanga asked if the Plastic Lamination is for two sides or for one side only. • Mr. Reyes responded that the plastic lamination is for two sides. 	<ul style="list-style-type: none"> • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-user.
<ul style="list-style-type: none"> • Poster 	<ul style="list-style-type: none"> • Ms. Faderanga asked if what type of paper will be used for poster. • Mr. Reyes replied that they will still asked the SMS to determine what type of paper to be used. • Ms. Faderanga stated that the 90 lbs. paper type is for specialty paper only but if DSWD will use C2S paper there is no 90lbs. only 80, 100 and 120 lbs. • Mr. Reyes responded that they will also consider the suggestion on the number of lbs on the paper type and verify it to SMS. 	<ul style="list-style-type: none"> • Review and study all the clarifications and suggestions raised by the prospective bidders. • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-user.
<ul style="list-style-type: none"> • Calendar 	<ul style="list-style-type: none"> • Ms. Faderanga inquired if the calendar will be full colors for two sides. • Mr. Reyes confirmed that it calendar is full colors for both sides • Ms. Faderanga asked if what specific paper or materials will be used for the 	<ul style="list-style-type: none"> • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-

	<p>stand.</p> <ul style="list-style-type: none"> • Mr. Reyes replied that the materials or paper for the stand that will be use is cardboard glossy and laminated • Mr. Faderanga asked if what lamination was used in the sample presented with C2S 160 lbs. • Mr. Reyes replied that it was laminated with plastic. • Ms. Faderanga asked if it is for two sides. • Mr. Reyes agreed that it is for two sides. 	<p>user.</p>
<ul style="list-style-type: none"> • Planner 	<ul style="list-style-type: none"> • Ms. Faderanga inquired if DSWD have sample planner. • Mr. Reyes presented a sample planner. • Ms. Faderanga asked if the cover of the required planner will be changed because the cover of the sample presented is diferrent from what is being required. • Mr. Reyes confirmed that they will change the cover of the planner and come up with the idea with cardboard and with finishing paper. • Ms. Faderanga suggested to use a cardboard pasted with C2S 120 lbs. • Ms. Arcaina asked the other service provider if they are also considering the suggestion or proposal of Ms. Faderanga. • Ms. Mirasol responded that it is more advantageous if they will use a C2S 100 lbs. with plastic lamination to protect the cover or matte lamination if the cover is full cover. • Mr. Reyes considered the suggestion of the service providers and further review the cover of the planner and consult the SMS. He also asked the service provider if they still have other recomendations specially for the materials. • Ms. Mirasol suggested to use a paste 	<ul style="list-style-type: none"> • Review and study all the clarifications and suggestions raised by the prospective bidders. • End-user to confirm the changes of specifications. • BAC to issue and post a supplemental/bid bulletin based on the confirmation of the end-user.

	<p>board 20 pasted with C2S 100 hardbound with matte lamination. She further suggested to consider the thickness of the pasteboard.</p> <ul style="list-style-type: none"> • Mr. Reyes noted with the suggested materials for the cover of the planner for further review. • Ms. Mirasol asked if the design will be required with 3D stamping or embossing. • Ms. Faderanga suggested that the design should be 3D spot UV if it is a hardbound. • Mr. Reyes noted with the design of the cover of the planner for further review. • Ms. Faderanga asked if the cover and the inside of the planner has a cornering four sides. • Mr. Reyes replied that the cover and inside of the planner has a cornering four sides. He also discussed that the planner has 12 dividers in full color and has a cover page. • Ms. Mirasol suggested that the binding should be Smyth sewn instead of perfect binding. • Mr. Reyes noted the suggested binding of the planner for further review. • Ms. Arcaina, with no other questions to asked, informed the prospective bidders that if they have still additional questions they can send it through e-mail on or before 5:00 p.m., Friday, 31 May 2019 or submit at the address indicated in the bidding documents. She also informed the prospective bidders that all agreements and changes that will be made shall be announced and published by posting a supplemental/bid bulletin. • Mr. Dimafelix also reminded the prospective bidders that they should indicate their actual specifications being offered in the Technical Specification Form. He further stated that putting only 	
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	comply in the technical specification that is not supported with evidence will be rejected and will be declared as disqualified during the opening of bids.	
• Additional documents	• Mr. Dimafelix informed the prospective bidders with the additional documents being required to the Lowest Calculated Bidder, under ITB Clause 29.2 of Section III. Bid Data Sheet, during post-qualifications.	
• Single Completed Contract (SLCC)	• Mr. Dimafelix informed the Prospective bidders with the requirement under Section 5.4 of Section III. Bid Data Sheet, that the SLCC is equivalent to at least fifty percent (50%) of the ABC and is similar to printing of Information, Education and Communication (IEC) materials.	

III. ADJOURNMENT

With no other matters to discuss, the Pre-Bid Conference was adjourned at 10:30 a.m.

Prepared by:


ARJAY C. DIMAFELIX
 Administrative Officer IV
 Bids and Awards Committee Secretariat

Noted by:


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

Approved by


FELICISIMO C. BUDIONGAN
 Undersecretary and
 Bids and Awards Committee Chairperson



PRE-BID CONFERENCE

HIRING OF SERVICE PROVIDER FOR PRINTING OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR THE POPULARIZATION OF DSWD'S REGULATORY SERVICES (ITB No. GOP/19-DSWD-034)

Date: 28 May 2019 ▪ **Time:** 10:00 a.m. ▪ **Venue:** Office of the Undersecretary for Disaster Response Management (OUSDRM) Conference Room, 3rd Floor Matapat Building

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 Printing of Information, Education and Communication (IEC) Materials for the Popularization of DSWD's Regulatory Services**" is Competitive Bidding for Goods pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its 2016 revised 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) 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 Bidder (LCB).

G. Post-Qualification

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