



Republic of the Philippines  
House of Representatives  
Quezon City

**BIDS AND AWARDS COMMITTEE**  
**MINUTES OF THE MEETING**

29 MAY 2019

BAC Conference Room, Executive Lounge, South Wing Annex

**I. CALL TO ORDER**

The meeting was called to order at 10:00AM, 29 May 2019, Wednesday, by DSG Edgardo H. Pangilinan, BAC Chairperson. He declared a quorum as ED Antonio M. Chan, Jr., BAC Secretary, noted that the following Members were in attendance:

- DSG Edgardo H. Pangilinan, Chairperson
- DED Ferdinand F. Andres, Vice Chairperson
- DSG Romulo Emmanuel M. Miral, Jr., Member
- ED Rosario H. Amatong-Buendia, Member
- Dir. Rowena S. Quiogue, Member
- DSG Jose Ma. Antonio B. Tuaño, Provisional Member (Infrastructure Projects)
- DED Germila P. Tabigne, Provisional Member (Goods and Services)

**II. BIDS AND AWARDS COMMITTEE**

***Pre-Bid Conference (Supply, Delivery and Installation of Various Office Furniture)***

- COA, Philippine Institute of Certified Public Accountants (PICPA) and Philippine Chamber of Commerce and Industry (PCCI) were invited to observe but no representatives came.
- There were eight (8) prospective bidders who attended the Pre-bid Conference, with the last (3) three arriving during its conduct:
  - o Asahi Design Centre, Inc.
    - Represented by Mr. John Marvin F. Fadri
  - o Design Excellence Home & Office System Co.
    - Represented by Mr. Jerico G. Flores
  - o MFT International Corp.
    - Represented by Mr. Eduardo H. Salvallon
  - o ACMI Office System Philippines, Inc.
    - Represented by Ms. Rosemarie Dela Cruz and Mr. JC Tungul
  - o Distinctive Blinds & Office Systems, Inc.
    - Represented by Ms. Irene Ong
  - o ABC Furniture Lines, Inc.
    - Represented by Mr. Carlo Louise Gonzales
  - o Lee Designs Industries, Inc.
    - Represented by Ms. Cecille Policarpio and Ms. Jean Rapal
  - o Infinity Quality Designs Center, Inc.
    - Represented by Ms. Gisselle Amador
- Dir. Salonga informed the bidders of the eligibility documents, technical and financial components required, including the forms, based on the Bidding Documents and 2016

IRR of RA 9184, and that the deadline of the submission is at 9:00AM, and the opening of bids is at 10:00AM, on 13 June 2019, Thursday.


- Dir. Salonga also reminded the prospective bidders of Resolution No. 03-2018 issued by the GPPB on 09 March 2018 on the conduct of the Pre-Bid Conference, particularly on the matter of encouraging the bidders to actively participate in the proceedings.
- Upon inquiry from the representatives of Distinctive Blinds & Office Systems, Inc. and ACMI Office System Philippines, Inc., DSG Pangilinan and Dir. Salonga clarified that for the statement of ongoing contracts, the period of delivery refers to the actual period or date delivery of the goods based on the contract, which may include contracts which are not yet accepted or are still awaiting payment.
- Upon inquiry from the representative of ACMI Office System Philippines, Inc., DED Bering said that a Collection Receipt is acceptable instead of an Official Receipt provided that the Permit No. from the BIR is indicated therein.
- ED Dela Torre and Arch. Cuilao presented the revised TOR to the BAC and the bidders.
  - Some representatives of the bidders manifested their concern regarding the delivery schedule. The BAC individually asked the bidders about the doable delivery period. Some bidders responded that a 90-75 days delivery schedule is doable while the others said that 75-60 days delivery schedule would be doable for them (i.e. 75 and 60 days for the furniture in the offices of the Deputy Speakers; and 90 and 75 days for all other requirements). In relation thereto, the BAC instructed the bidders to formally inquire regarding the matter for the BAC to consider and decide on the most advantageous option for the HRep.
  - Upon DED Tabigne's manifestation, DED Bering and Arch. Cuilao said that the distribution of the steel filing cabinet will be corrected in the distribution list that will be provided.
  - The representative from Distinctive Blinds & Office Systems, Inc. raised the following queries to which the TWG and the proponents responded to:
    - On the technical specifications, DED Bering said that a new set of technical specifications will be issued if there is a need for an amendment.
    - On the surface of the executive chairs, the representative manifested that instead of leatherette, genuine leather or synthetic microfiber should be considered as leatherette material is easily damaged, with the other bidders manifesting that other suppliers might not offer leather materials or that leatherette is acceptable depending on its quality.
      - In relation thereto, DED Bering presented the warranty provision of the contract noting that as performance warranty, 2.5% of the contract price will be retained for a period of two (2) years after acceptance.
    - On the BIFMA certification, the representative manifested that the BIFMA certification only covers the immediate durability of chair but not its longevity and material specifications.
    - On the ISO certification, DED Bering clarified that it is only required for chairs and tables. The representative further manifested that local manufacturers does not have ISO certification, with DSG Pangilinan adding that the matter be formally inquired for the BAC to decide.
    - On the site inspection, DED Bering said that a site inspection, which will be subject to a non-disclosure agreement, will be scheduled once the Bidding Documents are purchased.
  - The representative from Asahi Design Centre, Inc. raised the following queries to which the TWG and the proponents responded to:
    - On the length of panel partitions, Arch. Cuilao said that panel partitions may be cut to comply with the required measurements; however, it should be ensured that proper division finishing is met.
    - On the thickness of panel partitions, DED Bering said that the measurement provided is the minimum required.
  - The representative from Design Excellence Home & Office System Co. raised the following queries to which the TWG and the proponents responded to:

- On the executive chair, Arch. Cuilao said that photos of the furniture will be provided once the Bidding Documents are purchased.
  - On the visitor's chair, Arch. Cuilao said that a Supplemental/Bid Bulletin will be issued regarding the correction on its specifications.
  - On the panel partition layout, Arch. Cuilao said that clear specifications are indicated in the distribution list which will be made available once the Bidding Documents are purchased.
  - On the workstations, Arch. Cuilao said that specifications will be included in the layout that will be provided once the Bidding Documents are purchased.
- The representative of ACMI Office System Philippines, Inc. also manifested that the color of the furniture should already be specified as it will affect the cost estimates.
  - Upon inquiry from the representative of Lee Designs Industries, Inc., ED Dela Torre said that electrical plans will be provided. He also clarified that only wires and outlets for the partitions will be required from the winning bidder.
- Dir. Salonga also reminded the bidders that all questions shall be put in writing on or before 03 June 2019, Monday, and the Committee shall reply on 06 June 2019, at least seven (7) days before the opening of bids.
  - Dir. Salonga and DSG Pangilinan also reminded the bidders that the schedule of payment at the Cashiering Service is from 8:00AM until 3:00PM only, Monday to Thursday, and the BAC Secretariat is open for queries from 8:00AM until 7:00PM.
  - Pursuant to Resolution No. 03-2018 issued by the GPPB on 09 March 2018 on the conduct of the Pre-Bid Conference, the Minutes of today's proceedings, once approved, shall be posted in the HRep website.

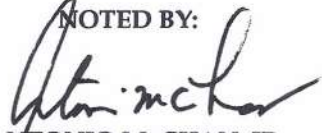
### III. ADJOURNMENT

The meeting was adjourned at 3:10PM.

PREPARED BY:

  
**JOHN MARTIN REY C. ESTRERA**  
 LSO III  
 BAC Secretariat

NOTED BY:

  
**ANTONIO M. CHAN, JR.**  
 Executive Director, Administrative Management Bureau  
 Secretary, Bids and Awards Committee