



**Annex "A"**

**Republic of the Philippines  
Supreme Court  
Manila**

**BIDS AND AWARDS COMMITTEE  
FOR GOODS AND SERVICES (SC-BAC-GS)**

**MINUTES OF THE PRE-BID CONFERENCE**

Procurement of Safety Vaults, Single and Safe File, with Four (4) Drawers with Top Combination, for the Lower Courts; and

**23 October 2018 (Tuesday), 2:30 p.m.**

**OCA Conference Room 1**

3<sup>rd</sup> Floor, Supreme Court Old Building  
Taft Avenue, Manila

**Present:**

Chairperson	:	ACA Lilian C. Barribal-Co
Members	:	Atty. Analiza O. Thomas-Parra
	:	Mr. Tenioso B. Libed
	:	Ms. Annabelle T. Fundales

Secretariat		
Secretary	:	Atty. April V. Enrile
Secretariat Members	:	Mr. Florentino S. Bautista
	:	Mr. Rolando C. Danan

**End-User Representatives, Independent Observers, Resource Persons**

Atty. Christina Fernandez	Office of the SAJ Carpio
Ms. Maria Dorothy Agonos	OCA-Property
Mr. Darwin Portugal	OCA-Property

**Absent:**

Atty. Ruby C. Esteban-Garcia	Vice-Chairperson
Atty. Marife M. Lomibao-Cuevas	Member
Ms. Susan Guido	PPVR
COA Representative	

The representatives from the PPVR and the Commission on Audit failed to attend the pre-bid conference despite notice. Ms. Maria Dorothy Agonos and Mr. Darwin Portugal from OCA-Property attended the pre-bid conference as the representatives of the end-user.

Five (5) prospective bidders and their representatives attended the pre-bid conference, namely:



<i>Bidders</i>	<i>Representative/s</i>
Progress Home and Office Furnishing	Kenneth B. Gerandoy
East Richwood Safe Co., Inc.	Noel Anzures, Roger Santos
IKF Home Furnishing	Ligaya Saturnino
Solid Business Machines	Raymond Quimpo, Arbert Carpio, Garvey Ruaza
Metro Safe and Vault Manufacturing Corporation	Rex Rubio

The Chairperson informed the bidders that to facilitate the conduct of the pre-bid conference, only one (1) representative per company can ask questions.

The Chairperson inquired whether the bidders present already purchased the bidding documents. Only one (1) bidder purchased the bidding documents as of the moment.

The Chairperson then proceeded with the discussion of the requirements, particularly the two (2) envelope system and the three (3) copy rule.

The Chairperson reminded the prospective bidders to update the supporting documents attached to the PhilGEPS Certificate of Platinum Registration in case of expiration, e.g. tax clearance. In case there is pending application for renewal, the application itself may be considered as proof.

She also reminded the prospective bidders that the constant factor in the computation of Net Financial Contracting Capacity (NFCC) is 15 and the current assets and current liabilities shall be based in the 2017 Audited Financial Statements.

For the Statement of All Ongoing Contracts, the same may include private and/or government contracts with supporting documents. The Committee instructed the bidders to total the amount for easy reference.

The Single Largest Completed Contract (SLCC) must be within the five-year period. One bidder asked whether the Committee will accept as SLCC a contract which include not only safe vaults but also other items. For example, the contract is not solely for supply and delivery of safety vaults and filing cabinets but include other furniture. The Committee resolved that as long as **majority** of the items include safety vault and safe files and the details can be readily verified from the submissions, the same may be accepted. The Chairperson clarified that the requirement must be met. She also reminded the bidders to identify only a single contract for this particular requirement.

For example, the total contract amount is ₱12,000,000.00, composed of different items. As long as majority of the items are vaults or safe file (at least ₱6,000,000.00), the Committee can accept the contract as SLCC.

One bidder asked as to what are the acceptable similar contracts. The Chairperson also inquired as to what other categories may be included as acceptable as similar contract. Upon discussion with the bidders and recommendation of the end-users, the Committee resolved that the **similar contracts** include safe, steel cabinets with four (4) drawers with top safe, steel four (4) drawers and cash vault door.



One bidder asked whether the Committee will accept if the bidder only submitted contract for safe or filing cabinet as SLCC. The Committee answered that they will consider the same as they are similar contracts.

The technical requirements, such as the Bid Securing Declaration, Omnibus Sworn Statement, Schedule of Requirements and Company Profile, were discussed with the bidders.

The Chairperson also discussed the Technical Bid Form, Financial Bid Form and the Bid Price Schedule.

The Chairperson clarified that NCJR means National Capital Judicial Region (NCJR). For NCJR courts, the delivery is door-to-door. For provincial courts, the price includes the freight cost.

One bidder requested for the distribution list. The Committee answered that the Committee will provide the same once they purchased the bidding documents.

One bidder asked about the computation of the freight cost. The end-user answered that the freight cost used in the previous bidding was used as baseline but with 3% increase. The Chairperson added that the freight cost and taxes must be factored in by the bidders in their unit cost.

As to the Schedule of Requirements, one bidder asked whether all items must be inspected in just one warehouse. For example, the bidder has offices in Luzon, Visayas and Mindanao. The Chairperson answered that there is no requirement as to the number of warehouse. However, the Court prefer that there is only one to house all the items for inspection. The Committee resolved to allow two (2) warehouses.

When asked, all bidders expressed their concern on the delivery period after inspection. They also requested if the Committee will allow staggered delivery or partial delivery after the inspection of certain items. After discussion and upon agreement of the bidders and end-user, the Committee resolved to modify the schedule as follows:

“The supplier shall within the period of seventy-five (75) calendar days from the issuance of the purchase order, complete its stocks in the warehouse for inspection and from completion of inspection, complete delivery of the safety vaults and safe files shall be made to the lower courts in the National Capital Judicial Region within a non-extendible period of thirty (30) calendar days and to the courts outside the National Capital Judicial Region within a non-extendible period of ninety (90) calendar days.”

The Chairperson also clarified that the delivery period is aside from the 75-calendar day period to complete the stocks in the warehouse. No modification will be allowed.

One bidder asked whether they can apply for early/advance delivery or staggered delivery. The end-user explained that the delivery is based per purchase order issued.

The Committee, bidders and representatives of the end-user discussed the technical specifications. After discussion and agreement with the bidders and the



representative of the end-users, the Committee resolved to modify the following provisions:

ITEMS AND THEIR DESCRIPTION	Points of Discussion
<p><b>SAFETY VAULT - SINGLE</b></p> <p>Make: all fireproof; made from heavy duty Cold Rolled Sheet (CRS); insulated with perlite with 3 to 4 hours fire resistant</p>	<p>The requirement for the make of safety vault – single has been modified as follows:</p> <p><b>Make: all fireproof; made from heavy duty Cold Rolled Sheet (CRS); insulated with two (2) hours fire resistance</b></p> <p>The requirement was modified because the 3 to 4 hours fire resistance requirement is not available in the Philippines. The consensus of the bidders is that only 2 hour fire resistance certification can be obtained. The requirement on perlite was deleted since there are different kinds of insulators available.</p> <p>Also a certification from an International Testing Company shall be submitted to determine compliance with the fire resistance requirement.</p> <p>Per recommendation of the bidders and acquiescence of the representatives of the end-user, bidders will submit a list of international testing company to the OCA-Property for reference. During the bid opening, the list will be used to determine compliance to the requirement.</p>
<p><b>Handle</b></p>	<p>All the bidders, without objection, agreed that they will deliver the safe file with four drawers with top</p>



combination with the following specifications:

*“Bended, Continuous handle on the upper portion”.*

The pre-bid conference was adjourned at 4:00 p.m.

**APRIL V. ENRILE**  
*Secretary*

Noted:

**LILIAN C. BARRIBAL-CO**  
*Chairperson*

By:  **RUBY C. ESTEBAN-GARCIA**  
*Vice-Chairperson*