



22 November 2018

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE

1:30 PM, 22 November 2018
ASTI Conference Room

A. Call to Order

Upon declaration of quorum, **Mr. Pedrito B. Mangahas**, Chairperson of the Bids and Awards Committee (BAC) - 1, called the meeting to order at 1:30 in the afternoon.

The following were present:

BAC-1 Members

1. Joanna G. Syjuco, Chief Science Research Specialist
2. Jay Samuel L. Combinido, Senior Science Research Specialist
3. Calvin Artemies G. Hilario, Senior Science Research Specialist
4. Mylene N. Monton, Administrative Officer V

BAC Secretariat

1. Katherine B. Ramos, Administrative Officer V
2. Jharvee V. Ramos, Administrative Aide VI

End-user Representatives

1. Lester Mae D. Melendrez, Administrative Officer IV
2. Karen L. Felix, Administrative Officer III

Prospective Bidder

1. Joel G. de Leon, DBP Service Corp.

B. Discussion and Presentation of Agenda

1. Mr. Mangahas announced the hereunder title and reference numbers of the procurement project for the information of the pre-bidding conference attendees:
 - a. Provision of Third-Party Manpower Service Provider
Invitation to Bid (IB) No. 18-11-2227
Approved Budget for the Contract: PhP32,238,400.89
2. Mr. Mangahas explained that the purpose of having pre-bid conference is for the prospective bidders to ask queries and clarify information regarding the procurement project to ensure good and successful procurement process.
3. Mr. Mangahas asked the BAC Secretariat to play the DOST-ASTI video explaining the checklist of requirements and the changes in the procedure for public bidding as stated in the 2016 revised Implementing Rules and Regulations of Republic Act 9184. He reiterated the following instructions after playing the DOST-ASTI video:
 - a. Questions asked by prospective bidders must still be asked via email or written form so that the BAC Secretariat can formally reply via issuance of a Supplemental Bid Bulletin (SBB);
 - b. Prospective bidders must read the Bidding Documents, especially the Bid Data Sheet (BDS);

- c. Should there be a discrepancy between the DOST-ASTI video and the Philippine Bidding Documents (PBD), the latter shall prevail;
 - d. Prospective bidders must modify Section VI. Schedule of Requirements and Section VII. Technical Specifications of the DOST-ASTI's PBD, as needed; and
 - e. Prospective bidders must indicate COMPLY in each parameter of the technical specifications, as provided for in Section VII of the DOST-ASTI's PBDs.
4. Mr. Mangahas informed the prospective bidder of the timeline of the procurement activities, with emphasis on the deadline for clarification request, as well as the submission and receipt of bids.

Activity	Schedule
Deadline of Potential Bidder's Clarification	24 November 2018
Deadline of SBB	27 November 2018
Date and Time of Submission of Bids	04 December 2018, 12:00 NN
Date and Time of Opening of Bids	04 December 2018, 1:30 PM

5. Mr. Mangahas explained the contents of the IB, BDS, and Schedule of Requirements per procurement project. Then he asked the prospective bidders to propound clarifications, as follows:

PROSPECTIVE BIDDER QUERY	REPLY/CLARIFICATION
What is the required Department Order from the Department of Labor and Employment (DOLE)?	End-user said that they will reflect a "generic" term for the DOLE registration such that it can accommodate any changes.
What are the additional requirements of the DOST-ASTI?	<p>Mr. Mangahas said that the additional requirements can be found under the BDS, hence, the bidder must read the document carefully.</p> <p>End-users said that they made changes in the additional requirements. Instead of requiring the registration certificates, they will now require clearances from Social Security System, Philippine Health Insurance Corp., Home Development Mutual Fund and Bureau of Internal Revenue.</p> <p>Mr. Mangahas instructed Ms. Ramos to capture the revisions made by the End-user for the SBB.</p>
What will be the forms used for the Schedule of Prices?	<p>Forms were provided for and/or uploaded in the DOST-ASTI website as annexes. However, End-users said they had modifications in the forms.</p> <p>Mr. Mangahas said that all modifications must be included in the SBB.</p>

6. Mr. Mangahas reminded the attendees of the "no contact rule". All inquiries by the prospective bidder must be coursed through the BAC Secretariat.


C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
SBB	27 November 2018	BAC Secretariat	


D. Adjournment

There having no other remaining topic for discussion, the pre-bid conference was adjourned at around 2:30 in the afternoon.

Prepared by:


KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:


PEDRITO B. MANGHAS
Chairperson, BAC-1



Republic of the Philippines
Department of Science and Technology



ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

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BIDS AND AWARDS COMMITTEE
Thursday, 22 November 2018
ASTI Conference Room, 1:30 PM

**PRE-BIDDING CONFERENCE
ATTENDANCE SHEET**

NAME	COMPANY	EMAIL	TEL. NO.	SIGNATURE
MYLANE N. MONTANA	DOST - ASTI			<i>[Signature]</i>
JOSAP L. FELIX	_____			<i>[Signature]</i>
LESTER MARIE MENDRIZ				<i>[Signature]</i>
JOANNA G. SYJUCO	DOST-ASTI			<i>[Signature]</i>
PEPS MANGALINAS	DOST-ASTI			<i>[Signature]</i>
Cambridge Jay Samuel	DOST-ASTI			<i>[Signature]</i>
Katherine B. Ramos	DOST-ASTI			<i>[Signature]</i>
JOSE G. DE LEON	DBP SERVICE CORP.	marketing@dbpsc.com.ph	8015-1393	<i>[Signature]</i>
Shantee V. Ramos	DOST - ASTI			<i>[Signature]</i>

Invitation to Bid No. 18-11-2227 for the Procurement of Third Party Manpower Service Provider - Outsourcing of Manpower Services for 2019 (ABC: P32,238,400.89)

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