



30 September 2020

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE

1:30 PM, 29 September 2020
Via Webex Teams (Videoconferencing)

A. Call to Order

Present in the Pre-bidding Conference were:

Bids and Awards Committee (BAC) – 2 Members

	Name	Position
1.	Paul John M. Serrano	BAC-2 Chairperson
2.	Narcisa Juvilyn C. Castaneda	BAC-2 Vice Chairperson
3.	Alvin E. Retamar	BAC-2 Member
4.	Glenn Vincent C. Lopez	BAC-2 Member
5.	Emmanuel P. Balintec	BAC-2 Member

BAC Secretariat

	Name	Position
1.	Katherine B. Ramos	Head, BAC Secretariat
2.	Vladimir R. Suan	Member, BAC Secretariat

End-user

	Name	Position
1.	Lianne Maxine A. Tabanggay	Project Development Officer II

Bidders

	Name	Company
1.	Kasia Clatworthy	Surrey Satellite Technology Ltd.
2.	Victoria Irwin	Surrey Satellite Technology Ltd.
3.	Karen Stevens	Surrey Satellite Technology Ltd.
4.	Jussi Hoikka	Surrey Satellite Technology Ltd.
5.	Atty. Melissa Velarde	ACCRALAW (for Surrey Satellite Technology Ltd.)

Other Attendees

	Name	Position
1.	Reynaldo Joseph A. Callao, Jr.	Supervising Science Research Specialist
2.	Roel M. de la Cruz	Senior Science Research Specialist
3.	Roxanne S. Aviñante	Senior Science Research Specialist
4.	Jayson C. Hernandez	Administrative Officer V
5.	Jamaica Pangasinan	Senior Science Research Specialist, Remote Sensing Product Development for the Philippine Microsatellite Program (Stamina4Space Project 5)
6.	Paula Jean Cansino	Project Officer IV, Remote Sensing Product Development for the Philippine Microsatellite Program (Stamina4Space Project 5)
7.	Dr. Gay Jane Perez	Program Leader, Stamina4Space

There being five (5) BAC-2 members present, quorum was declared for the conduct of Pre-bidding Conference.

B. Discussion and Presentation of Agenda

Mr. Serrano explained that the Pre-bidding Conference is for the Supply and Delivery of One (1) Lot Small Satellite Technology Platforms with Know-How Transfer and Training with a total Approved Budget for the Contract (ABC) amounting to Three Hundred Million Pesos Only (₱370,000,000.00). Thereafter, he emphasized the following details:

Activity	Date
Submission of Bids	12 October 2020, 12:00 PM
Opening of Bids	13 October 2020, 1:30 PM
Deadline of Potential Bidder’s Clarifications	02 October 2020
Deadline of Supplemental Bulletin	05 October 2020

Mr. Serrano explained that the purpose of having a Pre-bidding Conference is for the prospective bidders to ask queries and clarify information regarding the procurement project to ensure successful procurement. He then instructed Mr. Suan 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 (IRR) of Republic Act (RA) No. 9184. He clarified that, in case of inconsistencies in the documents required in the video and the Philippine Bidding Documents, the latter shall prevail. For queries asked during the Pre-bidding Conference, it is highly recommended that an email or formal letter be sent to the BAC Secretariat for documentation and reference. He announced that the complete set of Bidding Documents is already available and may be acquired by interested bidder/s upon payment of applicable fee amounting to Fifty Thousand Pesos Only (₱50,000.00).

Mr. Serrano explained that the BAC-2 shall observe/use the non-discretionary “pass/fail” criterion as provided for in the 2016 Revised IRR of RA No. 9184. If the bidder submits the required document, it shall be rated “passed” for the particular requirement. If the bidder fails to include any requirement or are incomplete or patently insufficient, its bid shall be considered as “failed”.

Since the prospective bidder is a foreign bidder, Mr. Serrano reminded them of Government Procurement Policy Board (GPPB) Resolution No. 13-2019 amending Section 8.5.2 of the 2016 Revised IRR of RA No. 9184. He then proceeded by explaining the contents of Section I. Invitation to Bid, Section III. Bid Data Sheet, and Section VI. Schedule of Requirements. For Section VII. Technical Specifications, he instructed the End-user to explain the specifications. When asked to propound queries, the prospective bidders raised the following questions:

Prospective Bidder Query	Reply/Clarification
Can dost confirm that for SSTL as a foreign Bidder, the latest income tax return filled by the Bidder under the Philippine BIR eFPS is not required if the foreign bidder is not tax payer in the Philippines (as supported by the tax Clearance certificate available through PhilGEPS)? For foreign bidders, is it required that the business and income tax returns must be six (6) months prior to the date of submission of bids?	The document may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned pursuant to Section 8.5.2 of the 2016 Revised IRR of RA No. 9184.
Can DOST provide a list of required documents for the post-qualification stage and whether scans sent by email would be accepted? Due to the pandemic and Government restrictions, the Bidder is not allowed to travel to Manila and sending originals by post can take longer than five (5) calendar days. So, the Bidder kindly request ability to send the documents by the means of electronic mail.	The required post qualification documents are only the latest income and business tax returns, as reflected in Section III., Clause 29.2 of the DOST-ASTI bidding documents.

<p>Can DOST confirm that in case of successful bidding and Notice of Award (NOA), signature of the Contract can happen by post?</p>	<p>In case of successful bidding, the Supplier may issue a Special Power of Attorney or authority of the signatory from the foreign bidder.</p> <p>Mr. Serrano stressed that the procurement will be undertaken short of award. He discussed that the NOA will only be issued to the winning bidder, if there is already an approved project extension.</p>
<p>May we omit information in the Statement of All Ongoing Government and Private Contracts due to confidentiality of our Contracts?</p>	<p>The BAC Secretariat was instructed to search for GPPB Non-Policy Opinions or ask the GPPB regarding the matter.</p>
<p>Since we are a foreign bidder, will the PhilGEPS Platinum Certificate, with validity until 2021, suffice for submission of Class "A" eligibility documents or do we need to submit the equivalent Apostilled documents from our government agency?</p>	<p>The BAC Chairperson instructed the Secretariat to ask the bidder's question to GPPB.</p>
<p>Due to the pandemic, do we need to issue an authorization letter to the courier or person submitting the bids on our behalf?</p>	<p>An authorization letter is required and once received, an Acknowledgement and Notice of Receipt of Bids will be issued via email.</p>
<p>Does the bidder need to initial every page of the bid submission or just the Financial Bid Form?</p>	<p>It is highly recommended that bidders affix their signature in each and every page of the bid.</p>
<p>Since we can only input "Comply" or "Not Comply" in the Technical Specifications parameter, how will we conduct or present the relevant documents for cross reference? Do we also need to put "Comply" in every parameter or just the box with requirement?</p>	<p>The cross referencing will be done during the post qualification period thru the submitted unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc. Statement of compliance must be stated against each and every parameter of specification.</p>
<p>Can DOST confirm the contract validity date in clause 17.3 under Special Conditions of Contract (SCC)? Currently it states 31 December 2020.</p>	<p>Mr. Serrano instructed the End-user unit to confirm the contract validity and the BAC-Secretariat to issue a Supplemental/Bid Bulletin.</p>
<p>Clause 17 Warranty. The Bidder understands that the warranty is only applicable to the hardware delivered, as it would be not sensible to apply that to the training and satellite design aspects. As such, the hardware delivered represents a portion of the overall contract, so the Bidder suggest changing the five (5)% payment retention (clause 17.3 in SCC) to one (1)%</p>	<p>Mr. Serrano answered that if necessary, a Supplemental/Bid Bulletin will be issued to address the query. He instructed the Secretariat to coordinate the matter with the End-user.</p>
<p>Due to pandemic and its impact on postal services, the Bidder needs to send the bid envelopes on the 2nd of October. We may not be able to add latest Bulletin Numbers in the Financial Bid Form if they are issued on or after that day. Is that acceptable to DOST BAC?</p>	<p>Mr. Serrano answered that it is required to add and reflect changes in the bid bulletin. He said that the BAC will try to issue the bid bulletin earlier than the scheduled date.</p>

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	02 October 2020	Prospective Bidders	
Supplemental/Bid Bulletin	05 October 2020	BAC Secretariat	

D. Adjournment

There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 3:45 PM.

Prepared by:

VLADIMIR R. SUAN
Member, BAC Secretariat

Noted by:

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:

PAUL JOHN M. SERRANO
Chairperson, BAC-2