



BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)

Summary of the Meeting: Pre Bid Conference for the Procurement Courier Services FY 2021
December 3, 2020 via Zoom Platform

Procurement Project	Procurement of Courier Services FY 2021
Meeting Started	9:20am
Bidders who attended	No bidder
Observer	
BAC Present	BAC Member/s: <ul style="list-style-type: none">• LA Leila T. Laureta-Agustin• LA Raisa P. Disomangcop• LA Anna Richie U. Morales-Malinao• LA Maria Regina L. Castillo• LA Vilma Maria S. Plan-Barrera BAC-TWG: <ul style="list-style-type: none">• LA Mylene Joy S. Parras• Atty. Tarcila B. Nepomuceno-Banda• Atty. Eduardo G. Cerezo• Ms. Daisee A. Tismo BAC-Secretariat: <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe• Ms. Rachelle T. Peñaranda• Ms. Alna E. Samontañez• Ms. Jennifer D. Canoy

	<p>END-USER/S:</p> <ul style="list-style-type: none"> • Dir. Elvira F. Cruz
Schedule of succeeding procurement activities	<p>Deadline for the Submission of Clarifications and Questions: December 9, 2020</p> <p>Deadline of Submission of Bids: December 15, 2020 1:00pm</p> <p>Opening and Evaluation of Bids: December 16, 2020 9:00 am</p>
Details about the Project	<p>ABC: Php 10,000,000.00 1 lot project Duration: 1 year</p>
Bid Bulletin Updates	<p>Bid Bulletin No. 1 (already posted)</p> <p>It includes the changes made as to the dates provided in the Invitation to Bid.</p> <p>Bid Bulletin No. 2</p> <p>Will be issued after the meeting which shall include the changes in price of the bidding documents from Php 5,000.00 to Php 10,000.00.</p> <p>Additional changes or amendments on the Technical Specifications shall also be included in Bid Bulletin No. 2</p>
Instructions to Bidders	<p>1. Bidding Requirement: Eligible bidders must have similar contracts involving Security Services for the last 10 years. Proof shall be required. Hence, submission of contracts shall be submitted together with the Single Largest Contract of the bidder. Preferably 1 contract per year with ABC</p>

equal to or higher than our ABC. (10 contracts)

2. Subcontracting shall not be allowed.

3. Questions and Clarifications must be emailed to the BAC Secretariat on or before December 9, 2020. Answers will be sent in writing through email.

4. All clarifications and amendments if any, shall be in writing and will be posted in the PhilGEPS portal at least 10 days before the deadline of submission of bids (December 15, 2020)

5. Eligibility and Technical Component as well as the Financial Component were discussed. All documents in the checklist shall be strictly required. Non-submission of any documents shall be a ground to disqualify a bidder.

6. Manner of Submitting the Bid

a. Bidders shall be required to submit their bid manually and electronically.

b. **Manual Submission:** 1 original Main Envelope and 6 copies. Per main envelope shall contain the Technical Document Envelope and Financial Document Envelope. All 7 main envelope must be properly sealed separately.

c. **Electronic Submission:** Soft copies of the contents of the main envelope must be email to the BAC Secretariat in encrypted form. Password shall be given by the duly authorized

	<p>representative during the scheduled opening of bids.</p> <p>7. Evaluation of Bids. Bidder will be declared as one who submitted the lowest calculated bid when the bidder submit an offer equal to or lower than the ABC.</p> <p>8. Post Qualification. TWG shall conduct an ocular inspection at the business address.</p>
Special Condition of the Contract	Payment shall be made within ten (10) working days from receipt by the NLRC Accounting Unit of billing/statement of account and other supporting documents prescribed by the Commission On Audit.
Technical Specifications	(TOR was presented)
Question Raised by bidders	No queries received even electronically.
Additional Clarifications and Amendments to the TOR (issued as Bid Bulletin No. 2)	<p>III. Scope of Contract</p> <p>Number 4:</p> <p>4. Monitoring or tracking of official documents and other mail matters and submission of necessary reports. Process server shall observe and be guided by the following rules, subject to the following order of preference:</p> <ul style="list-style-type: none"> • Service shall be personally made to the addressee or his authorized representative; • In the absence or unavailability of the above, by leaving the mail matter with a person at least 18 years of age and of sufficient

discretion residing at the given address; or

- After three failed attempts or in case of impossibility of service in the above manner, service shall be made through the most practicable manner and subject to submission of Certificate of Disposition for such service.
- In case failure to deliver the document/mail matter, after exhausting all attempts, the same should be Return to Sender (RTS) within three (3) working days from last attempt.

The said provision shall be revised as follows:

4. Monitoring or tracking of official documents and other mail matters and submission of necessary reports. **The Courier** shall observe and be guided by the following rules, subject to the following order of preference:

- Service shall be personally made to the addressee or his authorized representative;
- In the absence or unavailability of the above, by leaving the mail matter with a person at least 18 years of age and of sufficient discretion residing at the given address; or
- **By leaving the mail matter to the addressee's clerk or person in charge of the**

office; or to the person who customarily receives the mail matters for the addressee such as, the secretary, receptionist, security guard, and the like.

- **If refused entry in the community or building, by leaving the mail matter to the chief security officer in charge of the community or the building where the addressee is found.**
- In case failure to deliver the document/mail matter, after exhausting all attempts, the same should be Return to Sender (RTS) within three (3) working days from last attempt.

Number 5 and 6:

5. Submission of Proof of Service through the Central Mailing and Receiving Unit of the NLRC Main Office and NCRAB within three (3) working days from delivery of official documents or mail matters to the addressee indicating clearly the date of receipt, printed name and signature of the addressee or the person who received the document or mail matter and the relationship/designation/position to the addressee. Considering the proof of service shall form part of the case records, the CSP shall provide for a customized proof of service per mail matter.

6. In the event of absence of proof of service, the CSP shall issue the corresponding Certificate of Disposition

within three (3) working days from service.

The same was revised as follows:

5. Submission of Proof of Service through the Central Mailing and Receiving Unit of the NLRC Main Office and NCRAB within three (3) working days from delivery of official documents or mail matters to the addressee indicating clearly the date of receipt, printed name and signature of the addressee or name of person who received the document or mail matter and the relationship/designation/position to the addressee received by person other than the addressee.

6. Considering the proof of service shall form part of the case records, the CSP shall provide for a customized proof of service per mail matter. In the event of absence of proof of service, the CSP shall issue the corresponding Certificate of Disposition within three (3) working days.

X. Miscellaneous Provisions:

Number 6:

6. In case of loss/misdelivery of mail matters, the CSP shall immediately report the same to NLRC within the day of such incident of loss/misdelivery. In addition, the CSP shall pay for a penalty in the amount equivalent to 10% of the Contract and shall be the

	<p>ground for the termination of the Contract without the need of notice.</p> <p>The same was revised as follows:</p> <p>6. In case of loss/misdelivery of mail matters, the CSP shall immediately (submit a written) report of the same to NLRC within the day of such incident of loss/misdelivery. In addition, the CSP shall pay for a penalty in the amount equivalent to 10% of the Contract and shall be the ground for the termination of the Contract without the need of notice.</p> <p>Number 8:</p> <p>8. The NLRC to demand strict compliance with any of the terms of the Contract shall be considered as waiver of the enforcement of its rights</p> <p>The same was revised as follows:</p> <p>8. It is understood that failure or delay of the NLRC to demand strict compliance with any of the terms of the Contract shall not be considered as waiver of the enforcement of its rights.</p>
<p>Other important reminders to bidders:</p>	<p>Other queries can still be submitted electronically through the BAC Secretariat.</p>
<p>Meeting Ended</p>	<p>10:20am</p>

Prepared by:



RACHELE T. PEÑARANDA
Member, BAC Secretariat

Noted by:



ATTY. RACHEL ANN KATRINA P. ABAD-FABE
Head, BAC Secretariat