



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING FOR
REBIDDING FOR THE SUPPLY AND DELIVERY OF BRAND NEW AIR-
CONDITIONING UNITS, AIR CURTAINS AND EVAPORATIVE AIR COOLERS
FOR THE OFFICE OF THE OMBUDSMAN
(PB 2018-26)**

**APPROVED BUDGET FOR THE CONTRACT: ONE MILLION THREE
HUNDRED TWENTY THOUSAND PESOS (PHP1,320,000.00)
September 03, 2018, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:30 p.m. with a prayer led by Ms. Joan DC. Escalada, Member, BAC Secretariat and followed by the introduction of the following parties in attendance, to wit:

The Bids and Awards Committee:

DIR. ADORIE T. CORNITO	-Vice-Chairperson
ATTY. MARY RAWNSLE V. LOPEZ	-Member
ATTY. LORENZO G. VERGARA	- Member

The Technical Working Group:

DIR. EMMANUEL O. VERGARA	-Chairperson
ENGR. MADELYN M. ENERIO	-Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Member
MS. MARJORIE HAZEL R. COFINO	-Member
MR. ROMMEL T. NAKANOMI	- Member
MS. JOAN DC. ESCALADA	- Member
MS. KRISTINE MAE G. BUMAGAT	- Member
MS. RONALYN S. CALAYO	-Member

Ms. Joan Escalada announced that there are five (5) prospective bidders namely, 1) Vistaaire Marketing, represented by Ms. Angelica Jean Aldeche; 2) Care System Solution, represented by Mr. Reggie B. Ancero; 3) Marco, Inc. represented by Ms. Anna Garcia and Edgardo Romulo; 4) Innovalite Inc. represented by Mr. Allan Malimban; and Super-Aire Refrigeration & Contractors, Inc. by Ms. Arianne C. Rondilla.

In compliance with R.A. 9184, the following activities were reported by Ms. Josephine S. Vargas, Head of BAC Secretariat.

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on August 24, 2018.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO);
 - b. Atty. Sergio Duke B. Villar (GIPO III, OMB Proper);
 - c. Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry);
 - d. Ms. Zenaida P. Alcantara (President, Philippine Institute of CPAs);

- e. Ms. Marilyn R. Laurente (State Auditor IV, Audit Team Leader, COA); and
 f. Mr. Gerhard G. Basco (President, OMBEA).

With the presence of the Vice-Chairperson and two (2) Members of the Bids and Awards Committee and the two (2) Members of the Technical Working Group (TWG) with the Chairperson in attendance, a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by Dir. Adorie T. Cornito, BAC Vice-Chairperson. She then turned over the floor to the Technical Working Group for the discussion of the eligibility, technical component and financial component and post-qualification documents.

The TWG Chairperson, Dir. Emmanuel O. Vergara, discussed the invitation to bid and eligibility requirements and he also discussed the requirements for post-qualification to be submitted by the bidder having the Lowest Calculated Bid. Subsequently, Engr. Madelyn M. Enerio, Member of the TWG discussed the technical specifications for the project as well as the bid security.

Following this, the BAC Chairperson opened the floor to answer queries from the participant.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
Eligibility Requirements and Preparation	Query of Marco Inc. represented by Ms. Anna Garcia on the preparation of the eligibility and technical component, ask if there are documents needed to be attach in the Statement of On-going Contracts.	The BAC said that it is indicated in the Checklist of Requirements that there are documents which should be attached by the bidders in the Statement of On-going contracts.
Secretary's Certificate	Query of Marco Inc. represented by Ms. Anna Garcia on items no. 9 and 10 of the Post-Qualification documents to be submitted.	The TWG mentioned that there is a need to submit an ISO Certificate of the Manufacturer (Item No. 9) and a Certification from the bidder (Item No. 10), to the effect that the brand/ item offered is manufactured by the Company with ISO.
Ombudsman Technical Specifications under Section VII	Query of Marco Inc. represented by Ms. Anna Garcia on the technical specifications of the aircon, ask if who will conduct the installation of the aircon unit?, is it the technician of the Ombudsman or an authorized technician of manufacturer of airconditioning units. She ask because if the installer is not authorized by the manufacturer, the warranty of the product shall be void which the other bidder, namely, Vistaaire Mktg agreed also. Only the window type aircon need not have an authorized installer while the split-type aircon needed an authorized installer in order not to void the warranty.	The TWG answered that the goods shall be supplied and delivered only. The office technician shall be the one who will installed the aircon unit. There will be a start-up test that will be conducted by the Office in order to test and accept the aircon units. Upon query of the TWG/BAC, if an assistance is needed from an authorized technician of the Supplier for labor only, would there be an added cost? How much? The Supplier answered in affirmative, however, at that

		moment they could not estimate it, since the installation is dependent upon the length of the piping, electrical and other services needed.
Ombudsman Technical Specifications under Section VII	Query of Marco Inc. represented by Ms. Anna Garcia on Technical Specifications, ask if the 5-toner aircon is single phase or 3 phase.	The TWG answered that at the moment, they cannot identify yet where it will be installed thereby, during installation only that they can identify whether it is single or 3 phases.
Ombudsman Technical Specifications under Section VII	Finally, the query of Marco Inc. represented by Ms. Anna Garcia on Technical Specifications, ask if what are their assurance that the aircon units will be installed within the year.	The TWG intimated that the installation of the aircon units will be within the year and will not go beyond one year period.

There being no queries, the BAC reminded the bidders to use the sample forms attached to the Bidding Documents and to tab the documents to be submitted and have them certified by the company's authorized representative. The bid must be submitted on time to avoid disqualification.

Should there be any clarification, the bidders should not contact any of the BAC and TWG Members after the Pre-Bid Conference and any communication must be in writing and should be coursed through the BAC Secretariat.

The Pre-Bid Conference for the **Rebidding for the Supply and Delivery of Brand New Air-Conditioning Units, Air Curtains and Evaporative Air Coolers for the Office of the Ombudsman (PB-2018-26-Rebidding)** was adjourned at 2:30 P.M.

Prepared and attested by


JOSEPHINE S. VARGAS
 Head, BAC Secretariat

BIDS AND AWARDS COMMITTEE

CLAUDETTE A. GRANVILLE
 Member


LORENZO G. VERGARA
 Member


MARY RAWNSLE V. LOPEZ
 Member


ADORIE T. CORNITO
 Vice-Chairperson

MARIBETH T. PADIOS
 Chairperson