



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 THE SUPPLY, DELIVERY AND INSTALLATION OF  
MODULAR PARTITIONS INCLUDING ITS ACCESSORIES AND FURNITURE  
AND FIXTURES FOR VARIOUS OFFICES OF THE OFFICE OF THE  
OMBUDSMAN  
(PB 2019-06)**

**APPROVED BUDGET FOR THE CONTRACT:  
TWO MILLION FIVE HUNDRED FIVE THOUSAND PESOS  
(PHP 2,505,000.00)  
07 March 2019, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:50 p.m. with an invocation and an introduction of the following parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

**The Bids and Awards Committee:**

AO MARIBETH T. PADIOS	- Chairperson
DIR. MARY RAWNSLE V. LOPEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

**The Technical Working Group:**

ATTY. ANTHONY L. ENDRANAL	- Vice-Chairperson
ENGR. MADELYN M. ENERIO	- Member
MR. CHRISTIAN L. NAVARRO	- Member
MR. RANDOLPH T. MANZANO	- Member
MS. MA. ANGELICA T. DEL VALLE	- Member

**BAC Secretariat:**

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

Ms. Cofino announced the presence of seven (7) prospective bidders to wit: 1) PROGRESS HOME & OFFICE FURNISHINGS represented by Mr. Kenneth Gerandoy; 2) DISTINCTIVE BLINDS & OFFICE SYSTEMS, INC. represented by Mr. Ronnie Basa; 3) ASAH I DESIGN CENTRE represented by Ms. Joyce Rian and Mr. RJ Fider 4) DESIGN EXCELLENCE HOME AND OFFICE SYSTEMS represented by Ms. Enony P. Gutierrez; 5) ACMI OFFICE SYSTEM PHILS., INC. represented by Ms. Rosemarie dela Cruz and Ms. JC Tungol; 6) ROSECO MARKETING VENTURES represented by Mr. Leo Villacarlos; 7) JECAMS INC. represented by Ms. Rosie Lyn Capinig and Ms. June Ramirez.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 27 February 2019.

- 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. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)
  - c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
  - d. Ms. Zenaida P. Alcantara (National President, Philippine Institute of Certified Public Accountants)
  - e. Ms. Marilyn R. Laurente (State Auditor IV, Audit Team Leader, COA)
  - f. Mr. Gerhard G. Basco (OMBEA Representative).

With the presence of the Chairperson and three (3) Members of the Bids and Awards Committee (BAC) and the Vice-Chairperson and four (4) Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the floor to the TWG for the discussion of the eligibility, technical component, financial component and post-qualification documents.

Atty. Anthony L. Endranal, TWG Vice-Chairperson, discussed the contents of the Invitation to Bid, eligibility requirements, post-qualification documents, technical proposal and financial proposal. For the technical proposal, he reminded the bidders to tick all the comply boxes to signify their compliance to the technical specifications, and to sign the bid form.

Following this, AO Maribeth T. Padios, opened the floor to answer queries from the participants and encouraged the them to ask questions. She reminded them that any further question after the Pre-Bid Conference will have to be in writing and addressed to the BAC Secretariat.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
<b>ELIGIBILITY AND TECHNICAL COMPONENTS</b>	ACMI OFFICE SYSTEM PHILS., INC. (Ms. Rosemarie dela Cruz): Regarding the ongoing contracts and SLCC, can we submit NOA (Notice of Award) or Contract?	BAC: Yes, you may submit NOA or Contract.
	ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz): Where is the project site?	BAC: The project site is here in the Office of the Ombudsman (Agham Road).
	JECAMS, INC. (Ms. Rosie Lyn Capinig): Regarding the submission of envelopes, how many sets of documents will we submit?	BAC (AO Padios): Later we will show you the number of envelopes to be submitted. There will be a presentation on that.
	DISTINCTIVE BLINDS & OFFICE SYSTEMS, INC. (Mr. Ronnie Basa): On Lot 1: For item number 12 in the Technical Proposal <i>[Supply and</i>	TWG (Mr. Christian Navarro): Yes, the cables are included.



<p><b>ELIGIBILITY AND TECHNICAL COMPONENTS</b></p>	<p><i>Installation of duplex electrical outlets and data communication outlets (telephone &amp; LAN)], are the cables included?</i></p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        On Lot 2: We noticed that the size of the laminated partitions is 45 mm. Can it be 50 mm or smaller because not all suppliers have that size. In the market, the normal sizes are 32, 50 and 60 mm.</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        On Lot 2: Also regarding the 35 mm thickness for the Table Top size. The normal size is 32 mm.</p> <p>PROGRESS HOME &amp; OFFICE FURNISHINGS (Mr. Kenneth Gerandoy):        For all lots: It was not specified whether the material for the mobile cabinets is metal or laminated wood.</p> <p>ROSECO MARKETING VENTURES (Mr. Leo Villacarlos):        On Lot 3: May we request for pictures of the mobile pedestal and keyboard tray for our reference?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        On Lot 4: We have the same concern on the size of the laminated partition and mobile pedestal.</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        Can we request for an ocular inspection?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        For all lots: For the partitions, the color indicated was <i>beige or white / two-tone: beige and brown</i>. Is this the main color of the partition? Can we be clarified on this?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        On Lot 3: For the executive table in the</p>	<p>BAC (Dir. Mary Rawnsle Lopez):        We will take note of your inputs.</p> <p>BAC (Dir. Lopez):        We will take note of your comments.</p> <p>BAC (Dir. Lopez):        We will give you more details thru a Supplemental/Bid Bulletin which shall be issued at least seven (7) days before Bid Opening.</p> <p>TWG (Mr. Navarro):        Yes, we will provide.</p> <p>BAC:        We will take note of your comments / observations.</p> <p>BAC:        Yes, you will be notified of the schedule of the ocular inspection.</p> <p>TWG (Mr. Navarro):        Maybe you are referring to the aluminum trims for the beige or white. And its laminate is beige and brown (two-tone).</p> <p>JECAMS, INC. (Ms. Capinig):        My idea about "<i>double face</i>" is that the inner and outer colors of the laminates</p>
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<p><b>ELIGIBILITY AND TECHNICAL COMPONENTS</b></p>	<p>Director's area, what do you mean by "double face?"</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz): On Lot 4 (Item number 20): For the minipantry cabinet, the width was not indicated (only the height and length).</p> <p>PROGRESS HOME &amp; OFFICE FURNISHINGS (Mr. Gerandoy): On Lot 4: Another clarification for the Minipantry cabinet. Where will the marble granite top be placed?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz): On Lot 1: For the duplex electrical outlets, can you specify the number of outlets?</p> <p>PROGRESS HOME &amp; OFFICE FURNISHINGS (Mr. Gerandoy): On Lot 1: Another clarification for the duplex electrical outlet, does that mean one is an electrical outlet and one is for LAN?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz): On Lot 1: Are we going to provide the wires?</p> <p>PROGRESS HOME &amp; OFFICE FURNISHINGS (Mr. Gerandoy): On Lot 1: Are we also going to provide the cords?</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz): Are the rooms occupied? Because you have indicated that the installation is only on weekdays and we might have problems with the installation.</p> <p>PROGRESS HOME &amp; OFFICE FURNISHINGS (Mr. Gerandoy): On all lots: Can we request for an additional 30 days for the delivery period? Based on the production work</p>	<p>are the same.</p> <p>TWG (Mr. Navarro): Yes, that is correct.</p> <p>TWG (Mr. Navarro): Yes, we will provide its width.</p> <p>TWG (Mr. Navarro): We will just provide sample pictures for Lot 4.</p> <p>TWG (Mr. Randolph Manzano): The number of outlets is 20 pcs. as indicated in the technical specifications.</p> <p>TWG (Mr. Manzano): Yes. That is what we currently use.</p> <p>TWG (Mr. Manzano): Yes, you will provide the wires. We have existing communication and electrical outlets embedded in the walls. You will just transfer the outlets.</p> <p>TWG (Mr. Manzano): Yes.</p> <p>TWG (Engr. Madelyn Enerio): Yes, the rooms are occupied. For the installation you should provide us with the schedule.</p> <p>TWG (Atty. Endranal): We will take note of your request and study it.</p>
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<b>ELIGIBILITY AND TECHNICAL COMPONENTS</b>	<p>we need at least 30 days and another 30 days for installation. Thus, can we request for the delivery period of at least 60 days for all lots? <i>(All bidders agreed with the request for additional 30 days.)</i></p> <p>ROSECO MARKETING VENTURES (Mr. Villacarlos):        Yes, some of our items are imported and we may have problems with the Bureau of Customs.</p> <p>ACMI OFFICE SYSTEM PHILS., INC. (Ms. Dela Cruz):        How many eligibility documents should we submit if we join in all lots?</p>	<p>BAC Secretariat (Ms. Josephine Vargas):        If you join in all four (4) lots, you will submit only one (1) set of eligibility documents (envelope number 1) and then submit financial proposals (envelope number 2) for each lot.</p> <p>For the number of copies, you will submit one (1) original and one (1) photocopy (certified true copies). Also, please sign all the documents and have them certified as true copies.</p> <p>TWG (Engr. Enerio):        As an additional reminder regarding the color of the partitions and other items, bidders are required to submit swatches for the color for the end-users' approval.</p>
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The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

AO Padios added that the schedule for the Ocular Inspection and the amendments in the technical specifications will be issued thru a Supplemental/Bid Bulletin.

There being no more further queries, the Pre-Bid Conference for the Public Bidding for the Supply and Installation of Modular Partitions including its Accessories and Furniture and Fixtures for the Various Offices of the Office of the Ombudsman (PB 2019-06) was adjourned at 2:47 P.M.

Prepared and attested by:

  
**JOSEPHINE S. VARGAS**  
 Member, BAC Secretariat

**BIDS AND AWARDS COMMITTEE**



**JANET CABIGAS-VEJERANO**  
Member



**LORENZO G. VERGARA**  
Member



**MARY RAWNSLE V. LOPEZ**  
Member

**ADORIE T. CORNITO**  
Vice-Chairperson



**MARIBETH T. PADIOS**  
Chairperson