



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 PROCUREMENT OF ONE (1) YEAR COURIER
SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN
(PB 2019-09)**

**APPROVED BUDGET FOR THE CONTRACT:
ONE MILLION FOUR HUNDRED FORTY SEVEN THOUSAND TWO HUNDRED
EIGHTY SIX PESOS AND FORTY CENTAVOS
(PHP 1,447,286.40)**

15 August 2019, Hearing Room, 1:30 p.m.

The Pre-Bid Conference started at 1:44 p.m. with an invocation and introduction of the 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. ADORIE T. CORNITO	- Vice-Chairperson
DIR. NELLIE P. BOGUEN-GOLEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

The Technical Working Group:

MR. GLENN B. BARCENAS	- Chairperson
MS. CAROLINE M. DE LEON	- Vice-Chairperson
MS. MA. MARIEL M. LOZANO	- Member

The BAC Secretariat:

MS. MARJORIE HAZEL R. COFINO	- Member
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Witnesses / Observers:

None

Ms. Cofino likewise announced the presence of three (3) prospective bidders, to wit: 1) PREMIER LOGISTICS INC. represented by Mr. Joseph S. Javier; 2) GO21 represented by Ms. Ohana Capongcol and Mr. Lemuel Dente; and 3) AIR21 represented by Mr. Miguel de Ocampo. A 4th bidder came in late, 4) FRONT CARGO FORWARDERS, INC. represented by Ms. Cristina Turgano.

Ms. Cofino 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 07 August 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. Edilberto G. Sandoval (Acting 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. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
- e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Gerhard G. Basco (OMBEA Representative).

With the presence of five (5) Members of the Bids and Awards Committee (BAC) with the Chairperson in attendance and all Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Cofino.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Mr. Glenn B. Barcenas, TWG Chairperson, proceeded with the presentation of the Invitation to Bid. Then Ms. Caroline de Leon, TWG Member, presented the Checklist of Documents. Mr. Barcenas discussed the contents of OMB Bid Form No. 1 (Technical Proposal) and OMB Bid Form No. 2 (Financial Proposal) and its attached Schedule I (Detailed Cost Breakdown).

AO Padios then encouraged the bidders to ask their questions. The following were the issues/questions raised and the corresponding reply/comments of the BAC/TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / COMMENTS
ELIGIBILITY and TECHNICAL DOCUMENTS	PREMIER LOGISTICS INC. (Mr. Joseph Javier): On the <i>SLCC</i> , can we submit Certificate of Completion coming from the agency instead of End-user's acceptance?	BAC: Yes.
	PREMIER LOGISTICS INC. (Mr. Javier): On <i>all ongoing government and private contracts</i> , should we attach all documents e.g. Notice to Proceed, Contract?	BAC: Yes, as proof for 2014-2019 projects.
TECHNICAL AND FINANCIAL PROPOSAL	GO 21 (Ms. Ohana Capongcol): How big are the cargo boxes?	TWG (Mr. Barcenas): In excess of 3 kilograms, the maximum of the excess is 22 kilograms. So the maximum weight of the box is 25 kilograms. 1 big box contains a maximum of 25 kilograms.
	GO 21 (Ms. Capongcol): What are the usual contents of the parcels?	TWG (Ms. de Leon): Usually they are case folders and documents.
	AIR 21 (Mr. Miguel de Ocampo): Who will receive the delivery?	TWG: We will discuss it further in the latter part of the presentation.
	GO 21 (Ms. Capongcol): What is the frequency of pick-up? Is it Monday to Friday? Or once a week?	TWG (Ms. de Leon): Actually (the frequency of pick-up is) every other day, depending on the bulk of documents or if there are rush documents. If there are rush documents, we usually call the service provider.

TECHNICAL AND FINANCIAL PROPOSAL	<p>GO 21 (Ms. Capongcol): Will all transactions be picked up here?</p>	<p>TWG (Ms. de Leon): Yes.</p>
	<p>PREMIER LOGISTICS INC. (Mr. Javier): May we be clarified regarding the “<i>excess of 3 kilograms.</i>”</p> <p>In our practice, we have a rate for the first three kilograms. For the excess we have a different rate per kilo.</p>	<p>TWG (Mr. Barcenas): In excess of 3 kilograms, the maximum of the excess is 22 kilograms. So the maximum weight of the box is 25 kilograms. 1 big box contains a maximum of 25 kilograms.</p> <p>We will make the necessary corrections in our Supplemental/Bid Bulletin.</p> <p>BAC: As for the specifications in the Technical Proposal, you will only tick the comply boxes to signify compliance in our technical proposal.</p> <p><i>(There was a discussion on the formula for the computation of the detailed cost breakdown.)</i></p> <p>TWG (Mr. Barcenas): We will issue a Supplemental/Bid Bulletin for the amendments in SCHEDULE I (DETAILED COST BREAKDOWN). Please also note that your bid should not exceed the Approved Budget for the Contract (ABC). It should be equal to or less than the ABC.</p>
	<p>GO 21 (Mr. Lemuel Dente): Are there restrictions as to who will receive the parcels? Is it the ultimate consignee? Can a relative or a maid receive it in their behalf?</p>	<p>TWG (Ms. de Leon): Yes, as long as the receiver is residing in that place, his name is printed, signature is affixed and the relationship (to the addressee) is identified.</p>
	<p>AIR 21 (Mr. de Ocampo): How many delivery attempts are we required to do?</p>	<p>TWG (Ms. de Leon): We require three (3) delivery attempts.</p> <p>BAC (AO Padios): You should also inform us as to the delivery attempts and the reason why it was not delivered.</p>
	<p>GO 21 (Ms. Capongcol): In case of loss/damage of shipment, how much will be our liability? How much is the cost of the parcel?</p> <p>PREMIER LOGISTICS INC. (Mr. Javier): What is the declared value for the item? How much will be declared for the parcel? Will the insurance be</p>	<p>TWG (Ms. de Leon): We will take note of your queries.</p> <p>BAC (AO Padios): We will take note of your questions and issue a Supplemental/Bid Bulletin, if necessary.</p>

<p>inclusive in our bid?</p> <p>PREMIER LOGISTICS INC. (Mr. Javier): Regarding the delays, will we be charged per item or is it already considered as liquidated damages which is based on the total contract price?</p>	<p>BAC (AO Padios): We will take note of your questions and issue a Supplemental/Bid Bulletin, if necessary.</p>
<p>AIR 21 (Mr. de Ocampo): If we pick up the parcel today, should the delivery be on the next day?</p>	<p>BAC (AO Padios): Please refer to the Bidding documents, page 67, letter "e" under Other Requirements/Terms and Conditions.</p>
<p>GO 21 (Mr. Lemuel Dente): What particular documents are we going to deliver? Are we going to deliver Summons? What if the documents will be lost?</p>	<p>TWG (Ms. de Leon): Usually these are records, cases and documents in relation to cases.</p> <p>BAC (Atty. Vergara): What is your company policy when there is no declared value and the parcel was lost, how much is your liability?</p> <p>GO 21 (Mr. Dente): For example, when we deliver parcels containing statements of account, we cover the cost of reprinting and we waive freight charges.</p> <p>BAC (Atty. Vergara): As far as insurance is concerned, these parcels have no commercial value. In case of loss, we may rescind the contract, impose liquidated damages or blacklist the service provider after due process.</p> <p>BAC (AO Padios): The service provider may be held administratively or criminally liable however we should know the cause of the loss. We will consider this point of clarification.</p>
<p>PREMIER LOGISTICS INC. (Mr. Javier): Can we ask for a list of delivery addresses?</p>	<p>TWG (Ms. de Leon): We send documents to Ombudsman Area/Sectoral Offices and also residential addresses depending on the parties of the cases. This is on a case-to-case basis.</p>
<p>PREMIER LOGISTICS INC. (Mr. Javier): For the critical areas (out of delivery areas), can it be possible that the receiver pick-up the parcel in our branch?</p>	<p>BAC (AO Padios): We will take note of your questions and issue a Supplemental/Bid Bulletin, if necessary.</p>
<p>PREMIER LOGISTICS INC. (Mr. Javier): How about delivery in far-flung areas? We have additional lead time for that and it entails additional charges.</p>	<p>BAC (Atty. Vergara): For purposes of preparing your financial proposal, we will just consider that the addressees are within your coverage area.</p>


Mr. Barcenas emphasized that all "tick" boxes in OMB Bid Form No. 1 (Technical Proposal) should be ticked to signify bidder's compliance with the technical specifications and bid forms with unticked boxes would be automatically rated as FAILED.

Then Ms. de Leon presented the documents for Post-qualification and the prospective bidders had no questions.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

There being no more further queries, the Pre-Bid Conference for the Procurement of One (1) Year Courier Services Requirement of the Office of the Ombudsman (PB 2019-08) was adjourned at 3:09 p.m.

Prepared and attested by:


MARJORIE HAZEL R. COFINO
Member, BAC Secretariat

BIDS AND AWARDS COMMITTEE

JULIEVER ROQUE LAMUG
Member


JANET CABIGAS-VEJERANO
Member


LORENZO G. VERGARA
Member


NELLIE P. BOCUÉN-GOLEZ
Member

MARY RAWNSLE V. LOPEZ
Member


ADORIE T. CORNITO
Vice-Chairperson


MARIBETH T. PADIOS
Chairperson