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Minutes of Pre-bid Conference

Procurement of Services for the Document Warehouse Management for CY 2021
(Project Reference No. 2021-PB-DWM-062-01)

Present:

Bids and Awards Committee (BAC)

Mr. Glenn B. Santos	Chairperson
Atty. Frederick R. Tamayo	Member
Mr. Ronald V. Siquioco	Member
Mr. Edgar C. Cabrera	Member

Technical Working Group (TWG)

Mr. Ramon A. Velasquez, Jr.	Chairperson
Ms. Von Ellesse M. Lanot	Member
Mr. Luis-Angelo G. Mendoza	Member

BAC Secretariat

Ms. Maria Anna R. Dela Cruz	Member
Mr. Caesar R. Antonio	Member
Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Aya N. Jacildo	Member

Bidder

Ms. Rosemarie R. Vicente	Nonpareil International Freight & Cargo Services, Inc. (“Nonpareil”)
Ms. Iris Greta Turner	Crown Worldwide Movers, Inc. (Crown Worldwide Group) (“Crown”)
Ms. Rosalie Garcia	Crown

The pre-bid conference for the Procurement of Services for the Document Warehouse Management for CY 2021 (the “Project”), held via ZOOM Cloud Meetings APP, was called to order at 09:05 AM on 07 September 2021, and was presided by the BAC Chairperson, Mr. Glenn B. Santos.

1. Business Matters:

The BAC Chairperson asked the BAC Secretariat if there is a quorum, to which the BAC Secretariat replied in the affirmative.

The BAC Chairperson asked the BAC Secretariat if observers were invited which the BAC Secretariat replied in the affirmative but stated that though invited, no observers attended the pre-bid conference.

The BAC Chairperson instructed the BAC Secretariat to do a roll call of the BAC, TWG, and BAC Secretariat Members present in the meeting, as well as the representative of prospective Bidders, to which the BAC Secretariat performed accordingly.

The BAC Chairperson acknowledged the presence of the representative of the prospective Bidders.

The BAC then proceeded with the pre-bid conference.

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2. Presentation of the Bidding Document and Clarifications from the Bidders

- The TWG presented and discussed the Bidding Documents.
- Ms. Garcia asked whether PSALM will be strict on its requirement pertaining to the location of the Warehouse which should be within Metro Manila, as specified in the Biddings.

The TWG responded that the delivery period of the needed services is the rationale of PSALM in requiring that the location is within Metro Manila.

- As per Ms. Garcia, Crown warehouse is located in Technohub at Laguna, yet they have clients in Metro Manila even as far as Baguio City and none had a problem with the services they provided, because they can deliver what was agreed in the Service Level Agreement (SLA). Thus, Crown reiterated its clarification whether PSALM will be strict in the location requirement.

The TWG advised Ms. Garcia to put in writing the abovementioned concerns and submit to the BAC within the prescribed period so that the TWG can deliberate on the matter.

Ms. Garcia acknowledged the abovementioned response from the TWG.

- Ms. Garcia inquired if the size of the box is fixed and whether PSALM will provide its own box.

The TWG replied that the box size is the standard size for PSALM and the box will be provided by the service provider, as stated in the Bidding Documents.

Ms. Garcia acknowledged the response of the TWG.

- The TWG then asked each representative of the Bidders for any additional questions or clarification, to which all responded none.

The BAC informed the Bidders that in case they may have additional inquiries and clarifications, they can send them through the official e-mail address of the BAC Secretariat as indicated in the Bidding Documents.


3. Adjournment:

Thereafter, having no other matters to be discussed, the pre-bid conference was adjourned at 09:53 AM.

Prepared by:


MARY GRACE E. CATARIN
BAC Secretariat Member

Reviewed by:


ROMMEL R. OIRA
BAC Secretariat Head

Approved by:


GLENN B. SANTOS
BAC Chairperson