

National Power Corporation

MINUTES OF PRE-BID CONFERENCE

CONCEPT, DESIGN, LAYOUT, CREATIVES, COLOR PROOFING, PRINTING AND DELIVERY OF 2021 NPC WALL AND DESK CALENDARS UNDER PR NO. HO-CCD20-004 / REF. NO. PB201027-RA00304 / PB2

DATE : 09 November 2020
TIME : 9:30 A.M.
VENUE : Kañao Function Room
BID OPENING : 23 November 2020

Attendees:

BIDS AND AWARDS COMMITTEE (BAC)

Chairman:

1. Atty Rogel T. Teves

VP, SPUG

Vice Chairman:

1. Atty Manuel Luis B. Plofino

Sr. Dept. Manager, RMS

Members:

1. Atty. Delfin L. Buenafe, II

Manager, LSD, OLC *-via zoom-*

2. Homer S. Galang

Manager, ESD, PES

3. Lorlina E. Bomediano

Manager, FPD, AFG

4. Sergio P. Villafuerte

Manager, EMD, PES

TECHNICAL WORKING GROUP (TWG)

Member/s:

1. Heneliza C. Tatoy

CSS-A, OPD, PES

2. Alma P. Hermosura

CCO-A, CCD, CAG

BAC SECRETARIAT

1. Ma. Rhoda A. Alcancia

Facilitator

PROSPECTIVE BIDDERS

1. Nemuel Orallo

Good Samaritan

2. Elsa C. Carlos

Mode Matrix Manila, Inc.

3. Jenifer Eusebio

Mode Matrix Manila, Inc.

Minutes of the Proceedings

The Pre-bid Conference was formally opened at 9:30 A.M. in Kañao Function Room by Atty. Rogel T. Teves Chairman, BAC together with the members of BAC, TWG, BCSD Facilitator and participating bidders.

As of the Pre-bid Conference, no bidder secured the bidding documents but there were two (2) prospective bidders in attendance, namely: Mode Matrix Manila, Inc. and Good Samaritan. The TWG referred everyone to the salient points of the project and the schedule of Bid Submission/Opening on 23 November 2020 at 9:30 A.M.

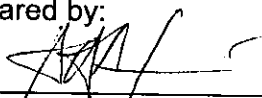
Queries from the attendees are as follows:

Name of Bidder/s	Bidder's Concerns/Queries	NPC's Reply / Agreement
Mode Matrix Manila, Inc.	1. Concerned about the possible delays in delivery schedules on some areas in the delivery points considering issues related to pandemic. 2. Clarified if submission of Designs and Samples be extended to give ample time to preapre.	- The BAC reminded the bidders need to submit necessary documents / justifications especially in cases wherein delays in delivery schedules are beyond their control (force majeure) to avoid penalties / late delivery charges. -Yes. The BAC agreed that the last day of submission of conceptual designs and samples be extended on 12 November 2020. NPC will issue a bid bulletin for the change of the scheduled date. The BAC also reminded the prospective bidders that all samples of calendars would be provided by the End User for their reference.
Good Samaritan	1. Clarified and requested if the delivery time frame be extended considering that some areas involved shipping time/schedule.	- The BAC cannot grant the request to extend the delivery period since it is not a common concern among bidders.

"Reminders to All Bidders" was presented and explained thoroughly by the TWG Chairman of this project with a caveat that non-compliance with the same may result to non-acceptance/disqualification of bid.

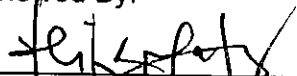
The BAC informed the prospective bidders that they can submit queries until 13 November 2020. Since there are no other concerns to be discussed, the said activity was adjourned at 9:58 A.M.

Prepared by:



MA. RHODA A. ALCANCIA
 Facilitator

Reviewed By:



HENELIZA C. TATOY
 TWG, Technical Member

Approved By:



ATTY. ROGEL T. TEVES
 Chairman, Bids and Awards Committee