



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

BIDS AND AWARDS COMMITTEE 1

MINUTES

*March 13, 2023 10:00 a.m.
CTA Multi-Purpose Hall, 5th Floor, CTA Building II*

Present were:

Atty. Danilo B. Fernando	- Chairperson
Dir. Elsie R. Tiauzon-Forteza	- Vice-Chairperson
Atty. Jesus P. Inocando, Jr.	- Regular Member
Atty. Clifford P. Torralba	- Provisional Member
Atty. Ma. Victoria P. Dural	- Provisional Member
Mr. Vicente G. Clemente	- Provisional Member
Atty. Maria Johoanna F. Chan-Te	- Secretariat, Head
Atty. Reychele C. Manzano	- Member
Ms. Maria Lourdes M. Mayor	- Member
Ms. Jeniffer E. Vergel	- Member
Mr. Frederick Salamat	- Member
Atty. Reychele C. Manzano	- TWG, Head
Mr. John Ronald R. Almoñina	- TWG, Member
Ms. Maria Lourdes M. Mayor	- TWG, Member
Ms. Jeniffer E. Vergel	- TWG, Member
Ms. Jayzel Nohara	- Observer from COA

Representative from Prospective Bidders:

Ms. Gisselle Amador	- Infinite Quality Design Center, Inc.
Mr. Panchito C. Alavarem	- Peniton Trading
Mr. Charles M. Castor	- Summit Furnishing (Ergo)

I. Call to Order

After recital of the opening prayer, Atty. Danilo B. Fernando, Chairperson, called the Pre-Bid Conference to order at 10:00 a.m.

II. Agenda

Pre-Bid Conference for Bid Project No. CTA BAC1-2022-05, Procurement of Furniture and Fixtures (Re-Bidding for Lot 2)

III. Discussion

The Chairperson informed everyone that invitations were sent to the following: 1) Mr. Crisanto S. Frianeza, Secretary General- Philippine Chamber

of Commerce and Industry; 2) Ms. Diana G. Oldan, State Auditor IV-COA, CTA; and 3) Engr. Evelyn P. Vedasto, National President- Chamber of Furniture Industries of the Philippines as observers for the procurement project. The Chairperson acknowledged the presence of Ms. Jayzel Nohara, representative from the Commission on Audit.

The Chairperson introduced the members of the BAC 1, the Technical Working Group (TWG) and the Secretariat.

The following representatives from prospective bidders attended the Pre-Bid Conference and their presence was duly acknowledged by the Chairperson, as follows:

Name of Prospective bidders	Company
1. Ms. Gisselle Amador	Infinite Quality Design Center, Inc.
2. Mr. Panchito C. Alavarem	Peniton Trading
3. Mr. Charles M. Castor	Summit Furnishing (Ergo)

The Chairperson informed all prospective bidders that all questions may be raised orally during the Pre-Bid Conference but after the Pre-Bid Conference all questions/ clarifications must be in writing and submitted at least ten (10) days before the deadline set for submission of bids.

The Chairperson then discussed the details of the procurement project, the purpose of the Pre-Bid Conference and explained the salient points of the Bidding Documents.

He informed the prospective bidders that the Approved Budget for the Contract (ABC) is Three Million Five Hundred Thirty-Four Thousand Eight Hundred Eighty-One Pesos (PhP3,534,881.00) inclusive of all government taxes for Lot 2 divided into several items as follows:

Item	Description	Quantity	Approved Budget for the Contract
Lot 2	Procurement of Chairs and Tables		
	Item 1. Executive Table including Side Table, Side Drawer and Mobile Pedestal	Two (2) sets	PhP310,000.00
	Item 2. Executive Chair for the Justice	One (1) unit	PhP 60,000.00
	Item 3. Highback Executive Chair	Fifty-Four (54) units	PhP918,000.00
	Item 4. Midback Staff Chair	Two Hundred Five (205) units	PhP1,660,500.00
	Item 5. Visitor's Chair	Four (4) units	PhP 72,000.00
	Item 6. Conference Chair	Thirty-Two (32)	PhP 400,000.00

	Item 7. Conference Table including six (6) Conference Chairs	One (1) set	PhP 114,381.00
TOTAL ABC			PhP3,534,881.00

The Chairperson reminded the prospective bidders that bids received in excess of the corresponding amount of each item under Lot 2 shall be automatically rejected at bid opening.

The Chairperson mentioned that bidders who previously joined the bidding for Lot 2 shall not be charged the non-refundable fee for the purchase of the Bidding Documents.

The Chairperson also mentioned to the prospective bidders that the Bid Submission is scheduled on or before **March 27, 2023, 12:00 p.m.** at the CTA Building I Lobby. Bid Opening is scheduled on the same day at **1:00 p.m. at the 5th Floor Multi-Purpose Hall CTA Building II.** The prospective bidders were also reminded that there will be a manual submission of bids; that the actual opening of bids will also be done manually; and that no late bids will be accepted.

He also discussed the two-envelope system: Contents of the 1st envelope (Technical Component Envelope) and 2nd envelope (Financial Component Envelope), the sealing and marking of bids and the requirement of submission of one (1) original copy and one (1) photocopy. He reminded the prospective bidders to double and/or triple check the correctness and completeness of their submittals, signatures, compliance, checkmarks, attachments, format of envelop, etc. before submitting their Bid.

After the presentation, the Chairperson gave the prospective bidders an opportunity to ask questions and clarifications.

1. Mr. Panchito C. Alavarem of Peniton Trading inquired if the upholstery of the executive chair for the justice (Item 2 page 30 of the Bidding Documents) should only be in genuine leather. The BAC 1 answered in the affirmative and stated that the upholstery of the executive chair must be in genuine leather.
2. Ms. Gisselle Amador of Infinite Quality Design Center, Inc. inquired if there can be changes in the delivery schedule of the items in Lot 2 from thirty (30) calendar days to sixty (60) calendar days from receipt of Notice to Proceed. She mentioned that the chairs will be sourced from Malaysia and the period may not be sufficient for the complete delivery of items. Mr. Alavarem and Mr. Castor likewise requested for the revision of the schedule of requirements. After discussion, the BAC 1 resolved to revise the schedule of requirements from thirty (30) calendar days to sixty (60) calendar days from receipt of Notice to Proceed.
3. Mr. Castor of Summit Furnishing (Ergo) asked for the measurement of the visitor's chair (Item 5 page 31 to 32 of the Bidding Documents). The BAC 1 resolved to include the measurement of the visitor's chair in the Bid Bulletin.

4. Mr. Panchito C. Alavarem of Peniton Trading inquired if there is also a sample design for the executive table including side table, side drawer and mobile pedestal (item I page 29 of the Bidding Documents). The BAC 1 answered that no particular design is required as long as the item to be offered complies with the technical specifications provided in the Bidding Documents. The BAC 1 suggested that the prospective bidders may submit sample designs of table which are compliant with the technical specifications for reference.

The Chairperson said to the prospective bidders that a Bid Bulletin will be issued to clarify the changes in the Bidding Documents not later than seven (7) calendar days before the deadline for submission and receipts of Bids. The Bid Bulletin shall be posted in the PhilGEPS website, CTA website and bulletin boards and at any conspicuous place in the CTA premises in accordance with Section 22.5 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184.

IV. ADJOURNMENT:

There being no other matters to discuss, Atty. Danilo B. Fernando, Chairperson, adjourned the meeting at 11:20 a.m.

MINUTES READ AND APPROVED


DANILO B. FERNANDO
Chairperson


ELSIE R. TIAUZON-FORTEZA
Vice-Chairperson


JESUS P. INOCANDO, JR.
Regular Member


CLIFFORD P. TORRALBA
Provisional Member


MA. VICTORIA P. DURAL
Provisional Member


VICENTE G. CLEMENTE
Provisional Member