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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600 Philippines

BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
September 17, 2020
College Library
2:00 P.M.**

Name of Project to be bid: Supply and Delivery of Supplies and Equipment for Reproduction of Student Handouts

Approved Budget for the Contract: Lot 1 – P160,000.00
Lot 2 - 486,500.00
Lot 3 - 400,000.00

Time Started: 2:00 P.M.

Present were:

BAC Members

1. Dr. Rosalie Almadrones – BAC Chairperson
2. Engr. Aser Dino-BAC Vice-Chairperson
3. Dr. Ma. Cristina Azuelo-BAC Member
4. Ms. Lea Fulgueras-BAC Member

Technical Working Group: 1. Mr. Raymond Q. Zaratar

BAC Secretariat: Evangeline L. Sarion

Observers: Mr. Fermin Orong – from Volunteers Against Crime and Corruption

Prospective Bidders: Ms. Lea Lacbay – from 3GX Solutions
Mr. Marion John Muerong – from Arik General Merchandising

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie Almadrones called the meeting to order at exactly 3:30 in the afternoon. The meeting started with a short prayer led by Ms. Lea Fulgueras.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, BAC Secretariat, the TWG members, observers and all the participating bidders, and reported that out of five (5) BAC regular members, there was one absent, thus a quorum was declared.

Announcement of the Invitation Sent to Observer

The BAC Chairperson said that they have invited three (3) observers, from the Commission on Audit, the Philippine Chinese Chamber of Commerce and Volunteers Against Crime and Corruption. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184. She acknowledged the presence of Mr. Fermin Orong, a representative of Volunteer Against Crime and Corruption.

Title of the Project to be Bid:

Dr. Rosalie Almadrones, announced the title of the project to be bid is Supply and Delivery of Supplies and Equipment for Reproduction of Student Handouts composed of three (3) lots. Lot 1 – Supply and Delivery of Two (2) Units Photocopying Machine with an approved budget of One Hundred Sixty Thousand Pesos (P160,000.00); Lot 2 – Supply and Delivery of Toner for Photocopying Machine with an approved budget for the contract of Four Hundred Eighty Six Thousand Five Hundred Pesos (P486,500.00); and Lot 3 – Supply and Delivery of Twenty (20) units of Printer with Scanner with an approved budget for the contract of Four Hundred Thousand Pesos (P400,000.00).

Purpose of the Pre-Bid Conference:

Dr. Rosalie Almadrones said that the pre-bid conference was held twelve days before the opening of bids and called to discuss, clarify, among other things, the eligibility requirement, terms and conditions, and specifications stipulated in the Bidding Documents. It is in accordance with Sec. 22 of the IRR of R.A. 9184. She said that bidder's attendance is not mandatory, but they are encouraged to attend to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the bidder will in no way prejudice its bid; however, the bidder is expected to know the changes and/or amendment to the Bidding Document as recorded in the minutes of the pre-bid conference and the Supplemental Bid Bulletin. The BAC Chairperson also said that the minutes of the pre-bid conference shall be made available to prospective bidders not later than five (5) days upon written request and with a minimal fee. She also announced that the CNSC is implementing the cash basis payment and the project should be completed within the given time.

Reading of the Quality Policy:

Dr. Ma. Cristina Azuelo as requested by the BAC Chairperson read the CNSC Quality Policy for our external provider to be aware of our commitments.

Reading of the Bid Data Sheet and Instruction on the Correct Packaging:

The BAC Chairperson requested Engr. Aser Dino to read all the instructions stated in the Bid Data Sheet. Dr. Ma. Cristina Azuelo read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Dr. Rosalie Almadrones reminded the prospective bidders on the required attachments in the Statement of On-Going and Completed Contract and Statement of Single Largest and Completed Contract. The form for Single Largest and Completed Contract was shown on the screen. She said that the forms to be used are the standard forms. He also said that no modification or alteration on the standard format. She gave emphasis on the three (3) attachments stated in the lower left portion of the forms. She said that failure to attach one of the required attachments will be automatically disqualified during the opening of bids. She said that the Notice of Award/Notice to Proceed is the same with the Purchase Order, the Delivery Receipt and Sales Invoice should have the signature of the client and not the owner of the company, Certificate of Accomplishment is the same with the Inspection and Acceptance Report from their client.

After reading the Bid Data Sheet, Ms. Lea Fulgueras showed the sample envelopes on how to package the bid documents. She said that the bidder must submit two separate envelopes, which contains the eligibility, technical and financial documents. On the first envelope which contains five folders are the eligibility and technical documents and on the other envelopes which also contains five folders are the financial documents. She further emphasized that it should be properly labelled, consecutively numbered and with original signature of the bidder on the lower right portion of the documents. She said that all the envelopes are all properly labelled, sealed and signed. She also said that there should be a tabbing for every document for easy browsing during the opening of bids. She also reminded that the authorized representative should present an authorization letter together with identification card before they will be allowed to witness the bidding process.

Additional Instructions

Dr. Rosalie Almadrones read additional instructions stated in the IRR of 9184. She said that under ITB Clause No. 5.4 (a), the bidder must have a Statement of Single Largest Contract Similar to the Project to be bid or at least fifty percent (50%) of the approved budget for the contract. She also emphasized ITB Clause No. 6.3, that the bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents, and ITB Clause 9.2, bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's Requirements. Non-attendance of the bidder will in no way prejudice its bid; however, the bidder is expected to know the changes and/or amendment to the Bidding Document as recorded in the minutes of the pre-bid conference and the Supplemental Bid Bulletin. The BAC Chairperson also said that the minutes of the pre-bid conference shall be made available to prospective bidders not later than five (5) days upon written request.

Presentation of the Terms of Reference

Mr. Raymond Zaratar a TWG representative presented the technical specifications of all the items listed in the Schedule of Requirements. The said requirements and technical specifications were all included in the bidding documents under Section VI and VII, Schedule of Requirements and Technical Specifications. Mr. Raymond Zaratar said that under Lot 2, there was the brand of the toner because it will be used on the existing xerox copying machine and not for the new copier for bidding under Lot 1.

Dr. Rosalie Almadrones instructed the TWG members to check the requirements. She said that any changes made will be posted in the Philgeps, the CNSC website and at the conspicuous places of the college. She asked the prospective bidders if there are some clarifications, hearing none Dr. Azuelo moved for the adjournment of the meeting, seconded by Engr. Asor Dino.

The meeting adjourned at exactly 3:00 in the afternoon.

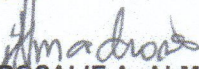
Prepared by:



EVANGELINE L. SARION

Head, Bac Secretariat for Goods and Services

NOTED:



DR. ROSALIE A. ALMADRONES

BAC Chairperson

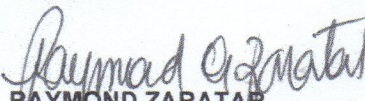
ENGR. ASER N. DINO

BAC-Vice Chairperson



DR. MARIA CRISTINA C. AZUELO

BAC Member



RAYMOND ZARATAR

BAC-TWG representative

