



BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
December 27, 2018
OVPAA
9:00A.M.**

Name of Project to be bid: Subscription of Journals for the College Library

Approved Budget for the Contract: P1,041,300.00

Time Started: 9:20AM

Present were:

BAC Members:

1. Dr. Rosalie A. Almadrones-BAC Chairperson
2. Engr. Aser Dino-BAC Vice-Chairperson
3. Dr. Ma. Cristina Azuelo-BAC Member
4. Mrs. Nida T. Pimentel-BAC Member
5. Ms. Irine Andaya-BAC Member

Technical Working Group: 1. Ms. Jezyl Imperial

End-user representative: 1. Ms. Leah Fulgueras

BAC Secretariat: Evangeline L. Sarion
Arsenio Gem A. Garcillanosa
Marilyn Ferrer

Prospective Bidders: 1. Christopher S. Paller – from EESM Bookstore

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones, called the meeting to order at exactly 9:20 in the morning. The meeting started with a short prayer led by Ms. Irine Andaya.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member and reported a 100% attendance, 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, however, only one representative from the Volunteer Against Crime and Corruption responded on the said invitation. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184.

Title of the Project to be Bid:

Dr. Almadrones announced the title of the project to be bid is Subscription of Journals for the College Library and with an approved budget of One Million Forty One Thousand Three Hundred Pesos (P1,041,300.00) chargeable from the 2019 General Fund.

(Handwritten mark)

Purpose of the Pre-Bid Conference:

Dr. Almadronea said that the pre-bid conference was held twelve days before the opening of bid 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 encourage 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 Chair 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 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:

Engr. Aser Dino 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:

Engr. Aser Dino read all the instructions stated in the the Bid Data Sheet .Ms. Irine Andaya discussed the Instructions on the correct packaging and labelling of the documents. She said that according to IRR of 9184, the bidder shall submit their bid through a duly authorized representative. She showed the sample envelopes on how to package the bid documents. She said that the bidder must submit two separate envelopes, and inside the two envelopes are another five envelopes, which contains the eligibility, technical and financial documents. On the first envelope which contains five envelopes are the eligibility and technical documents and on the other envelopes which also contains five envelopes are the financial documents. She further emphasized that it should be properly labelled, consecutively numbered and with 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 reminded that the representative should present an identification card to validate the authorization letter they will be presenting. She then reminded that the bid document if possible, should be ring binded.

Additional Instructions

The BAC Chairperson read additional instructions stated in the IRR of 9184. She said that the bidder must have an 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 said that the BAC will disqualify bidders in the future bid if they found out that the bidder tend to defeat the purpose of competitive bidding on different grounds, habitually withdrawing bids, submitting late bids, insufficient bid and allowing other names for purpose of public bidding.

Presentation of the Terms of Reference

Ms. Leah Fulgueras, end-user representative presented the Terms of Reference of the project to be bid. According to her, since it is a subscription of journals, it will be a prepayment and a Memorandum of Agreement will be signed by the bidder and the CNSC. The delivery should be: for the journals, delivery is within three (3) months per issue, and the magazines, it should be within a month per issue.

The changes made will be available through an addendum specifically on the delivery of the items and will be posted at Philgeps.

Since there were no more other topics to be discussed, Ms. Irine Andaya moved for the adjournment of the meeting, seconded by Engr. Aser Dino.

The meeting adjourned at exactly 10:05 in the morning.

Prepared by:



EVANGELINE L. SARION
Head, Bac Secretariat for Goods and Services



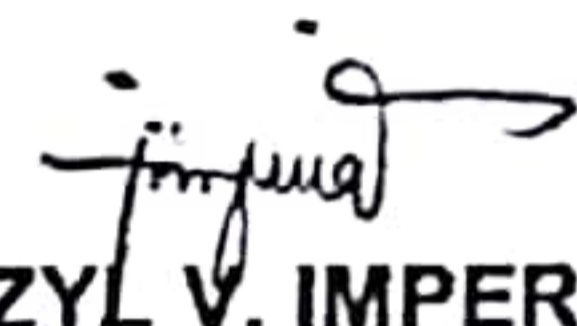
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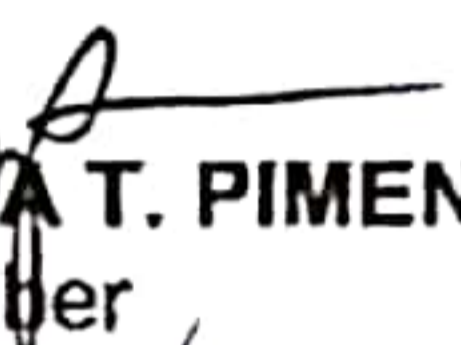

ROSALIE A. ALMADRONES
BAC Chairperson


ENGR. ASER N. DINO
BAC-Vice Chairperson


LEAH L. FULGUERAS
End-user Representative


DR. MARIA CRISTINA C. AZUELO
BAC Member


JEZYL V. IMPERIAL
BAC-Technical Working Group


MRS. NIDA T. PIMENTEL
BAC Member


MS. IRINE E. ANDAYA
BAC Member