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BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
October 23, 2019
OVPA
10:30A.M.**

Name of Project to be bid: Supply and Delivery of Furnitures and Fixtures

Approved Budget for the Contract: P977,913.33

Time Started: 10:50AM

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. Lea Fulgueras-BAC Member
5. Ms. Irine Andaya-BAC Member

**BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer**

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

**Prospective Bidders: 1. Ms. Lolita Gapoy– from Lopez Marketing
2. Ms. Ryel Joy Francisco – from Thessons Marketing
3. Ms. Romalinda Villanueva – from Sampaguita Dept. Store**

Proceedings:

Call to Order :

The BAC Chairperson Dr. Rosalie Almadrones called the meeting to order at exactly 10:50 in the morning and started with the checking of attendance.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, the observer and all the attendees. There was a 100% attendance on the BAC members, 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 acknowledged the presence of Mr.Fermin Orong from VACC. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184.

Title of the Project to be Bid:

Dr. Rosalie Almadrones announced the title of the project to be bid is Supply and Delivery of Furnitures and Fixtures and with an approved budget of Nine Hundred Seventy Seven Thousand Nine Hundred Thirteen and 33/100 pesos (P977,913.330) chargeable from the 2019 General Fund..

Purpose of the Pre-Bid Conference:

Dr. Almadrones 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 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:

Dr. Rosalie Almadrones requested Engr. Aser Dino to read all the instructions stated in the the Bid Data Sheet and Ms. Irine Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Engr. Aser Dino read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. He emphasized the instructions on the submission of the Statement of On-going and Completed Contracts and Statement of Single Largest Completed Contract. He said that all the required attachments should be attached. Dr. Almadrones showed the forms for Statement of Single Largest and Completed Contracts, giving emphasis on the attachments. She said that the standard forms as posted in the Philgeps are to be used. She further said that any lacking document is a ground for disqualification. She also said that during the opening of bids, they will automatically disqualify the bidder. After reading the Bid Data Sheet, Ms. Andaya 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 original signature of the bidder on the lower right portion of the documents. She said that all the envelopes have to be properly labelled, sealed and signed. She also reminded that the authorized representative should present an authorization letter together with the identification card before they will be allowed to join the bidding process.

Additional Instructions

Dr. Almadrones said that the CNSC is using the non-discretionary pass or fail rating. It will be rated PASSED if the documents are present and FAILED if there are lacking documents as stated in the checklist of the bidding documents. The BAC Chairperson read additional instructions stated in the IRR of 9184. She said that under ITB Clause 5.4 the bidder must have and 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 said that under ITB Clause 6.3, 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 amendments to the bidding documents as recorded in the minutes of the pre-bid conference and the supplemental/bid bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

Presentation of the Technical Specifications


Engr. Aser Dino presented the schedule of requirements and technical specifications of all the items posted in the PhilGEPS. He read all the items/requirements of the project to be bid as published.

Point of Clarifications:

Ms. Ryel Joy Francisco, a representative of Thessons Marketing made some clarifications on Item No. 1 Locker – she said that the ABC was incorrect, because the cost of the said cabinet with 9 lockers is more than P12,000.00 per unit. The posted amount was P3,000.00 per unit only. She also asked the specifications of Item No. 6 – Bulletin Board, the size, and the material if it is wooden or steel. Also, in Item No. 19 – office table, the specification was also required by the prospective bidder. Same with Item Nos. 21, 22, 23, 24, 25, 25, 32, 33, and 34. The BAC Chair said that the TWG will review and check the specifications of all the items for clarity and will post an addendum.

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

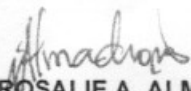
The meeting was adjourned at exactly 11:35 in the morning.

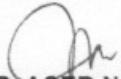



Prepared by:



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


MRS. LEA FULGUERAS
BAC Member

MS. IRINE E. ANDAYA
BAC Member

