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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600 Philippines

BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
October 23, 2019
OVPAA
3:00 P.M.**

Name of Project to be bid: Supply and Delivery of Seven (7) Units Photocopying Machine

Approved Budget for the Contract: P525,000.00

Time Started: 3:10 PM

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. Leah L. Fulgueras-BAC Member
5. Ms. Irine Andaya – BAC Member

End-user: Ms. Ma. Victoria Ingatan – end-user representative

TWG: Mr. Raymond Q. Zaratar

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

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

Prospective Bidders: 1. Ms. Joan Jibulan – from Philcopy
2. Mr. Michael Driso – from Photopro
3. Ms. Maria Christina Oriola– from Copylandia Philippines

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 3:10 in the afternoon. The meeting started immediately 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 BAC Secretariat, together with all the attendees, and reported that all the BAC regular members were present, 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 responded on the said invitation. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184. She acknowledged the presence of Mr. Fermin Orong, an observer from Volunteer Against Crime and Corruption.

(Handwritten marks)

Purpose of the Pre-Bid Conference:

The BAC Chairperson 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.

Title of the Project to be Bid:

Dr. Rosalie Almadrones, then announced the title of the project to be bid is Supply and Delivery of Seven (7) Units Photocopying Machine and with an approved budget of Five Hundred Twenty Five Thousand Pesos (P525,000.00) chargeable from the 2019 Income Fund of the College.

Reading of the Quality Policy:

Dr. Ma. Cristina Azuelo as requested by the BAC Chairperson read the CNSC Quality 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. Engr. Aser Dino 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 emphasized the attachment for the Statement of On-Going and Completed Contracts and Statement of Single Largest and Completed Contract. She said that the bidder will use the standard form as posted. No modification shall be made on the standard form. A sample of the Statement of Single Largest and Completed Contract was shown on the board. She said that the three (3) documents to be attached should be present during the opening of bids, failure to attach any one of them would mean automatic disqualification. She also gave emphasis on the Sales Invoice and Delivery Receipts, which are normally used by private companies. She said that it should be signed by the client or representative of the bidding company and not the owner of the company.

Ms. Irine 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, original, copy 1, 2, 3, and 4. 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 or his/her authorized representative on the lower right portion of the documents. She said that all the envelopes should be properly labelled, sealed and signed. There should also be a tabbing for each 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. Almadrones read additional instructions stated in the IRR of 9184. He 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 amendments 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 Schedule of Requirements/Technical Specifications

Mr. Raymond Zaratar, technical working group member, presented the Schedule of Requirements and Technical Specifications of the project. He read all the items listed in the Schedule of Requirements and on the Technical Specifications as posted in the PhilGEPS. He said that the warranty should be at least two years on parts. He also said that there should be a preventive maintenance at least quarterly.

Point of Clarification

Ms. Ma. Christina Oriola, a representative of Copylandia Office system said that for item no. 2, the approved budget was very small compared to the specification of the machine that we intend to buy. She said that the cost of that machine is more or less one hundred fifty thousand pesos (P150,000.00). It was also confirmed by the two prospective



bidders. She said might as well remove the A3 size under the printable paper size that we required. Mr. Zaratar said that the technical working group will review the specification.

Another clarification made was from Mr. Driso, a representative of Photopro. He asked about the table for storing papers, if it is really made of steel or can they offer wood. It was answered by Mr. Zaratar that it should be made of steel.


Dr. Rosalie Almadrones said that any changes made will be available to the prospective bidders through an Addendum and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College. She then asked if there are other questions, clarifications, hearing none, Ms. Irine Andaya moved for the adjournment of the meeting, seconded by Ms. Lea Fulgueras.

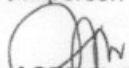
The meeting adjourned at exactly 3:50 in the afternoon.

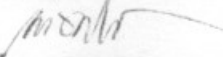
Prepared by:



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


NOTED:



DR. ROSALIE A. ALMADRONES
BAC-Chairperson

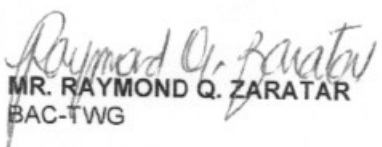

ENGR. ASER N. DINO
BAC-Vice Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MRS. LEA L. FULGUERAS
BAC Member


MS. IRINE ANDAYA
BAC Member


MRS. MA. VICTORIA R. INGATAN
BAC-Provisional Member (end-user representative)


MR. RAYMOND Q. ZARATAR
BAC-TWG

