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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 30, 2019
OVPAA
2:00 P.M.**

Name of Project to be bid: Supply and Delivery of Costumes, Athletic Uniforms and Other Materials

Approved Budget for the Contract: P1,004,039.88

Time Started: 2 :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: Mr. Frederick Gaurino

**TWG: Mr. Silvestre Eborde
Mr. Fermin Gaurino**

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

Prospective Bidders: 1. Ms. Heide Esplana – from Maryed
2. Mr. Jose Manuel Lucena – from Maryed
3. Ms. Lanie Espinas – from Maryed
4. Mr. Victor Esplana – from Maryed

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 2:10 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, 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, nobody responded on the said invitation. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184.

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 Costumes, Athletic Uniforms and Other Materials and with an approved budget of One Million Four Thousand Thirty Nine Pesos and 88/100 (P1,004,039.88) chargeable from the Fiduciary Fund of the College.

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 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. Lea Fulgueras 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. 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 Schedule of Requirements/Technical Specifications

Mr. Frederick Gaurino and Mr. Silvestre Eborde, end-user and technical working group member, presented the Schedule of Requirements and Technical Specifications of the project. Mr. Gaurino read all the items listed in the Schedule of Requirements and on the Technical Specifications as posted in the PhilGEPS. He presented pictures of the costumes and other materials for Culture and Arts.

Point of Clarification

Ms. Lanie Espina a representative of Maryed asked the materials and color of barong tagalog. Mr. Gaurino said that the materials is satin and the color is maroon. Another clarification made was the color of buri hat and camisa chino. It was also answered by Mr. Frederick Gaurino. For item No. 17 and 18 the ABC was interchanged, it was corrected also by the end-user representative. Also on item nos. 19 - 20, materials were also asked, Mr. Eborde

answered, and he said that the materials should be fiber glass. On item No. 23 – 24 the quantity and ABC were also interchanged and corrected by the end-user.

Mr. Fermin Gaurino, presented the design and specifications of the athletic uniforms. He said that the sets required composed of shirts, jackets, cap, sando shirts and jogging pants.

Point of Clarification

Mr. Esplana said that the materials should be specified. Mr. Gaurino answered that the materials are spandex with sublimation printing. Mr. Gaurino said that he will again check the requirements.

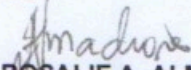
Dr. Rosalie Almadrones said that any changes made will be available to the prospective bidders through an Addendum and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College. She then asked if there are other questions, clarifications, hearing none, Engr. Aser Dino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

The meeting adjourned at exactly 3:40 in the afternoon.

Prepared by:


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


NOTED:


DR. ROSALIE A. ALMADRONES
BAC-Chairperson

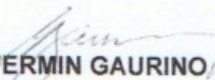

ENGR. ASER N. DINO
BAC-Vice Chairperson



DR. MARIA CRISTINA C. AZUELO
BAC Member

MRS. LEA L. FULGUERAS
BAC Member


MS. IRINE ANDAYA
BAC Member

MR FREDERICK GAURINO
BAC-Provisional Member (end-user representative)


MR. FERMIN GAURINO
BAC-TWG


MR. SILVESTRE EBORDE
BAC TWG

