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BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
October 25, 2019
OVPAA
9:00A.M.**

Name of Project to be bid: Supply and Delivery of Various Goods and Services

Approved Budget for the Contract: P1,597,600.00

Time Started: 9:15AM

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

Absent: Ms. Irine Andaya

End-user: Gil Victor Zaldua

TWG: Doreen B. Pefianco

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

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

Prospective Bidders: 1. Ms. Romalinda Villanueva – from Sampaguita Dept. Store
2. Ms. Ryel Joy Francisco – from Thessons Marketing
3. Mr. Jose Cacho – J and M General Merchandising
4. Ms. Rachel M. Mallo – from Lee Care

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie Almadrones called the meeting to order at exactly 9:15 in the morning. The meeting started with a short prayer led by Dr. Ma. Cristina Azuelo.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, the TWG and all the attendees. Mrs. Sarion said 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 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 Various Goods and Services and with a total approved budget of One Million Five Hundred Ninety Seven Thousand Six Hundred pesos (P1,597,600.00) chargeable from the 2019 Income Fund. The project has five (5) lots, Lot 1-Supply and Delivery of Various Equipment and Materials with an approved budget of Four Hundred Fifty Three Thousand Two Hundred Pesos (P453,200.00), Lot 2 – Supply and Delivery of Eleven (11) units High-Speed Sewing Machine with an approved budget of Two Hundred Twenty Thousand Pesos (P220,000.00), Lot 3 – Supply and Delivery of One (1) set Landing Foam with an approved budget of Two Hundred Seventy Five Thousand (P275,000.00), Lot 4- Supply, Delivery and Installation of Furnitures for Chemistry Lab with an approved budget of Three Hundred Eighty Four Thousand (P384,000.00) and Lot 5 – Supply and Delivery of Medical and Dental Supplies and Equipment with an approved budget of Two Hundred Sixty-Five Thousand Four Hundred Pesos (P265,400.00).

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 Vice-Chair 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. Engr. Dino read all the instructions stated in the Bid Data Sheet. He gave emphasis on the instruction on the Statement of On-Going and Completed Contracts and Statement of Single Largest Completed Contracts. He said that all the required documents 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 are to be used. She further said that no revision or alteration shall be made in the standard format. She also said that any lacking documents for attachment is a ground for disqualification. She further said that during the opening of bids, if there are lacking documents, automatically they will disqualify the bidder.

Point of Clarification:

Mr. Jose Cacho, a prospective bidder said that this is the first time that he will participate in a bidding. He said that he has only copy of Purchase Order, Dr. Almadrones said that Purchase Order is equivalent to Notice of Award/Notice of Proceed. She also emphasized that the Delivery Receipt/Sales Invoice should be signed by the client and not the owner of the company.

Another clarification made from a representative of Sampaguita Department Store, Ms. Romalinda Villanueva. She said what if they will participate in all the lots, what SLCC should be submitted. Dr. Almadrones said that if all the lots will be participated by one bidder he/she will submit SLCC per lot/project.

Mr. Cacho also asked what if he has no on-going project. It was answered by the BAC Chairperson, that if no on-going project just write none.

After reading the Bid Data Sheet, Ms. 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. 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 identification card before they will be allowed to witness 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. Dr. Pefianco presented the requirement and specifications for Lot 4- Supply and Delivery of Medical and Dental Supplies and Equipment.

Point of Clarifications:

The representative of Thessons Marketing made some clarifications for Lot 1 – Item No. 3 – Fire Alarm System, she asked if the installation is not included and requesting also for the lay-out. She also said the specifications of the items from item no. 3 – 17 were not given. For Lot 3, Mr. Cacho also asked the specification of the Landing Foam. For Lot 4, a representative of Thessons Marketing made some clarifications on the delivery schedule. She requested that the delivery period should be 90 days and not 30 days as posted in the Philgeps, she also asked if the installation is included.

Dr. Almadrones said that for Lot 1 – Item No. 3-Fire Alarm System, the installation should be included. The lay-out will also be requested to the end-user. All the items being asked will be checked and reviewed by the end-user. The same with Lot 3-Landing Foam and the delivery schedule for Lot 4 from 30 days to 60 days. She also said that the installation will also be included. She said that all the changes made will be posted through addendum in the Philgeps, the CNSC website and the conspicuous places of the college.

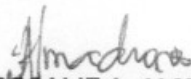
Since there were no more other topics to be discussed, Ms. Lea Fulgueras moved for the adjournment of the meeting, seconded by Dr. Ma. Cristina Azuelo.


The meeting adjourned at exactly 10:20 in the morning.

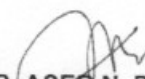
Prepared by:


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

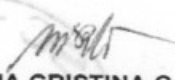
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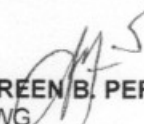

DR. ROSALIE A. ALMADRONES
BAC Chairperson


MS. LEA L. FULGUERAS
BAC Member


ENGR. ASER N. DINO
BAC-Vice Chairperson

MR. GIL VICTOR ZALDUA
BAC Provisional Member (end-user representative)


DR. MARIA CRISTINA C. AZUELO
BAC Member


DR. DOREEN B. PEFIANCO
BAC TWG

