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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600 Philippines

BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
November 25, 2019
OVPAA
1:00 P.M.**

Name of Project to be bid: Supply, Delivery and Installation of Aircon Units

Approved Budget for the Contract: P900,000.00

Time Started: 1:25 P.M.

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

TWG :1. Eng. Ian Sta. Maria

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

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

Prospective Bidders: 1.. Mr. Chester Ian Oban – from Thessons Marketing
2. Ms. Gina Verra- from Bodega Glassware

Proceedings:

Call to Order

The BAC-Chairperson, Dr. Rosalie A. Almdarones called the meeting to order at exactly 1:25 in the afternoon. 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 that there was a 100% attendance from the BAC regular members, thus a quorum was declared.

Announcement of the Invitation Sent to Observer

The BAC-Chairperson said that the BAC invited three (3) observers, from the Commission on Audit, the Philippine Chinese Chamber of Commerce and Volunteers Against Crime and Corruption, However, only 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. She acknowledged the presence of Mr. Fermin Orong, from the Volunteer Against Crime and Corruption.

Title of the Project to be Bid:

Dr. Almadrones, announced the title of the project to be bid is Supply, Delivery and Installation of Airconditioning Units and with an approved budget of Nine Hundred Thousand Pesos (P900,000.00) chargeable from the Income Fund of the College.

...e 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 said that bidder's attendance is not mandatory, but they are encouraged 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 and 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:

Dr. Ma. Cristina Azuelo was called by the BAC-Chair to 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. Almadrones called 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, Ms. Fulgueras presented and 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 should 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. 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 and not the owner of the company or representative of the bidding company.

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. She also emphasized that the award is on a per lot basis, but bidders are requested to write the unit cost of the item, for recording purposes.

Presentation of the Technical Specifications

Engr. Ian Sta Maria, a TWG member was called by the BAC Chairperson to discuss Section VI – Schedule of Requirements and Section VII-Technical Specifications. Engr. Ian Sta Maria presented the Schedule of Requirements and Technical Specifications as posted in the PHILgeps, giving emphasis on the specifications of the aircon units. He said that the aircon units should be environmental friendly/ *no mp kout* . 

Point of Clarification

Ms. Gina Verra, a representative of Bodega Glassware, said that for Item No. 8 – 1 Unit 3TR Cabinet Type, the approved budget was for not inverter aircon, she said that the cost of inverter aircon cabinet type range from P160,000 to P180,000 pesos. She also requested that the location should be clear, for them to know the requirements for installation. She said that the free installation covers only 10 meters to where the units will be installed.

Engr. Ian Sta. Maria said that the aircon units will be installed in different offices and it will not exceed the distance.

Dr. Rosalie Almadrones, all the clarifications asked will be discussed and any changes made will be posted through an Addendum, in the PHILgeps, CNSC website and the conspicuous places of the college.


Since there were no more topics to be discussed, Engr. Aser Dino moved for the adjournment of the meeting, seconded by Dr. Azuelo.

The meeting adjourned at exactly 2:00 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


MS. IRINE E. ANDAYA
BAC Member


MS. LEA FULGUERAS
BAC Member


ENGR. IAN R. STA. MARIA
BAC-TWG

