



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 5106955606



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 August 9, 2019 OVPAA 9:00A.M.**

**Name of Project to be bid: Supply and Delivery of Various Printing Materials**

**Approved Budget for the Contract: P1,162,835.00**

**Time Started: 9:45 A.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. Mrs. Leah L. Fulgueras-BAC Member

End-user: Mr. Rene N. Abrera – Production Director

Technical Working Group: 1. Mr. Jemuel Gago

BAC Secretariat: Evangeline L. Sarion  
Arsenio Gem A. Garcillanosa  
Jonel O. Diaz

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

Prospective Bidders: 1. Mr. Jose Cezar Pibot – from Gakken Philippines  
2. Mr. Michael Badoc – from Gakken Philippines

#### **Proceedings:**

##### **Call to Order :**

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 9:45 in the morning. The meeting started with a short prayer led by Mrs. 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 out of five 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, 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 then acknowledged the presence of Mr. Fermin Orong, a representative from Volunteer Against Crime and Corruption.

**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 Various Printing Materials and with an approved budget of (P1,162,835.00) chargeable from the 2019 IGP Fund of the College.

**Reading of the Quality Policy:**

Dr. Ma. Cristina Azuelo as requested by the BAC Vice-Chair 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 Mrs. Lea Fulgueras to read all the instructions stated in the the Bid Data Sheet and Engr. Aser Dino for the presentation of the Instructions on the correct packaging and labelling of the documents. Mrs. Lea Fulgueras read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Engr. Aser Dino showed the sample envelopes on how to package the bid documents. He 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. He 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. He said that all the envelopes are all properly labelled, sealed and signed. He 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**

The BAC Chairperson 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 announced that the CNSC is implementing the cash basis payment and the project should be completed within the given time.

**Presentation of the Terms of Reference**

Mr. Jemuel Gago, TWG representative presented the technical specifications of all the items listed in the Schedule of Requirements. He said that those items are to be used in the printing office. He also said that we have an existing machines and those listed requirements should be compatible. The BAC Chairperson said that an addendum shall be issued to that effect and will be made available to all prospective bidders, and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College. She also emphasized that any addendum issued shall form part of the bidding documents.

**Point of Clarification**

A prospective bidder asked if the award is on a per lot basis and was answered by the BAC Chairperson that the award is on a per item basis.

The BAC Chairperson asked if there are other clarifications, hearing none, Dr, Maria Cristina Azuelo moved for the adjournment of the meeting seconded by Engr. Aser Dino.


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

Prepared by:


  
**EVANGELINE L. SARION**

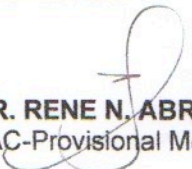
Head, Bac Secretariat for Goods and Services

NOTED:

  
**ENGR. ASIER N. DINO**  
BAC-Vice Chairperson

  
**DR. MARIA CRISTINA C. AZUELO**  
BAC Member

  
**MRS. LEA L. FULGUERAS**  
BAC Member

  
**MR. RENE N. ABRERA**  
BAC-Provisional Member (end-user representative)

  
**MR. JEMUEL GAGO**  
BAC-TWG