



Management
Systems
ISO 9001:2015



BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

**MINUTES OF THE MEETING
PRE-BID CONFERENCE
September 4, 2020
Main Library
1:00 P.M.**

Name of Project to be bid: *Supply and Delivery of Various Supplies for Student Handouts*

Approved Budget for the Contract: P3,859,708.00

Time Started: 1:00P.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

Technical Working Group: 1. Aida Z. Bacuño

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

Observer: Mr. Fermin Orong – from Volunteer Against Crime and Corruption
Ms. Mia Concordia – from Volunteer Against Crime and Corruption
Mr. Jestoni Rafer – from Volunteer Against Crime and Corruption

Prospective Bidders: 1. Ms. Jean de los Reyes – from Joycom Internet Cafe
2. Mr. Raymund Rogado – from 4T's Tech. Equipment Gadgets

Proceedings:

Call to Order :

The BAC-Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 1:00 in the afternoon. The meeting started with a short prayer led by Ms Lea Fulgueras.

Attendance and Quorum:

Mrs. Marilyn Ferrer, Member of the BAC Secretariat called the attendance and introduced each member and reported that all the five regular members were present, 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. There were three representatives from Volunteers Against Crime and Corruption. Dr. Rosalie Almadrones acknowledged the presence of the observers. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184.

Title of the Project to be Bid:

Dr. Almadrones announced that the title of the project to be bid is *Supply and Delivery of Various Supplies for Student Handouts* and with an approved budget of *Three Million Eight Hundred Fifty Nine Thousand Seven Hundred Eight Pesos (P3,859,708.00)* chargeable from *Income Fund of the College*.

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 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-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 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 as requested by the BAC-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 A. Almadrones requested Engr. Aser Dino to read all the instructions stated in the Bid Data Sheet and Ms. Irine Andaya for the presentation of the Instructions on the correct packaging and labeling of the documents. Engr. 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. Irine Andaya presented and showed the sample envelopes on how to package correctly the bid documents. She said that the bidder must submit two separate envelopes, and inside the two envelopes are another five folders, which contains the eligibility, technical and financial documents. On the first envelope which contains five folders are the eligibility and technical documents and on the other envelope which also contains five folders 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. 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

The BAC-Chairperson read additional instructions stated in the IRR of 9184. She said that under ITB Clause No. 5.4, 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 said that the BAC will disqualify bidders in the future bid if they found out that the bidder tend to defeat the purpose of competitive bidding on different grounds, habitually withdrawing bids, submitting late bids, insufficient bid and allowing other names for purpose of public bidding.


Presentation of the Technical Specifications

Mrs. Aida Bacuño, Technical Working Group Member, presented the technical specifications of all the items listed in the schedule of requirements of the said project to be bid. There were some modifications to be made on the technical specs of the storage box, stapler and staple wire. Dr. Rosalie Almadrones said that an addendum should be made and will be posted in the PhilGEPS, the CNSC website and the conspicuous places of the college.

Dr. Almadrones asked the prospective bidders if there were other clarifications, hearing none, Dr. Azuelo moved for the adjournment of the meeting, seconded by Engr. Aser Dino.

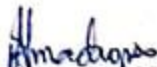
The meeting adjourned at exactly 1:30 in the afternoon.


Prepared by:

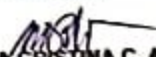

EVANGELINE L. SARION
Head, Bac Secretariat for Goods and Services

C J

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 L. FULGUERAS
BAC Member


MRS. AIDA Z. BACUÑO
BAC TWG