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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 6, 2020
Main Campus Board Room
9:00 A.M.**

Name of Project to be bid: Supply of Janitorial Services of the Six (6) Campuses of the College (Early Procurement)

Approved Budget for the Contract: P6,560,000.00

Time Started: 9:00 A.M.

Present were:

BAC Members

1. Dr. Rosalie Almadrones – BAC Chairperson
2. Dr. Ma. Cristina Azuelo-BAC Member
3. Ms. Lea Fulgueras-BAC Member
4. Ms. Irine Andaya-BAC Member

End-user representative: Engr. Junil Salmorin

Technical Working Group: 1. Mr. Jefferson T. Dacer

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer
Julie Fe Laborte

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

Prospective Bidders: Ms. Nenet Salen – from CBII Philippines
Mr. Joel Sibayan – from CBII Philippines
Mr. Freddie Solver – from CBII Philippines
Mr. Teofilo Tandan – from Velocity

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 Ms. Lea Fulgueras.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, BAC Secretariat, the TWG members, observers and all the prospective bidders, and reported 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 said that the invitor

is in accordance with Sec. 13 of IRR of RA 9184. She acknowledged the presence of Mr. Fermin Orong, a representative of Volunteer Against Crime and Corruption.

Title of the Project to be Bid:

Dr. Rosalie Almadrones, announced the title of the project to be bid is Supply of Janitorial Services of the (6) Campuses of the College (Early Procurement) and with an approved budget of Six Million Five Hundred Sixty Thousand Pesos (P6,560,000.00) chargeable from the 2021 General and Income Fund.

Purpose of the Pre-Bid Conference:

Dr. Rosalie Almadrones said that the pre-bid conference was held twelve days before the opening of bids 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 attendance is not mandatory, but they are encouraged to attend to ensure that they fully understand the Procurement 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:

Ms. Ma. Cristina Azuelo as requested by the BAC Chairperson read the CNSC Quality and Environmental 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 Ms. Irine Andaya to read all the instructions stated in the Bid Data Sheet. Ms. Irine Andaya read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Dr. Almadrones reminded the prospective bidders on the required attachments in the Statement of On-Going and Completed Contract and Statement of Single Largest and Completed Contract. The form for Single Largest and Completed Contract was shown on the screen. She said that the forms to be used are the standard forms. She also said that no modification or alteration on the standard format. She gave emphasis on the three (3) attachments stated in the lower left portion of the forms. She requested the head of the BAC Secretariat to read the said attachments. Mrs. Sarion read the attachments as stated in the form. Dr. Almadrones said that failure to attach one of the required attachments will be automatically disqualified during the opening of bids. She said that the Notice of Award/Notice to Proceed is the same with the Purchase Order, the Delivery Receipt and Sales Invoice should have the signature of the client and not the owner of the company, Certificate of Accomplishment is the same with the Inspection and Acceptance Report from their client.

Point of Clarification

Mr. Teofilo Tandan, a prospective bidder from Velocity made some clarifications on the attachments. He said if the project was from a private company, will a Contract suffice for the required documents to be attached? Dr. Rosalie Almadrones said that Contract maybe equivalent to Notice of Award plus a Certificate of Accomplishment stating therein that they have completed the project satisfactorily is enough to comply with the required attachments. Said statement was further clarified by Ms. Irine Andaya. She said that a certificate of accomplishment and/or invoices and billing statements were issued by a private company. They can use it as an attachment to the Statement of On-Going and Completed Contract and Statement of Single Largest and Completed Contract.

Instructions on Correct Packaging

After reading the Bid Data Sheet, Ms. Lea Fulguera showed the sample envelopes on how to package the bid documents. She said that the bidder must submit two separate envelopes, 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 envelopes 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 on the lower right portion of the documents. She said that all the envelopes are all properly labelled, sealed and signed. She also said that there should be a tabbing for every 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. Rosalie 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 Terms of Reference

Engr. Junil Salmorin, end-user representative presented the terms of reference of the said project. He read all the requirements stated in the terms of reference as posted in the Philgeps.

Point of Clarifications

Ms. Nenet Vasquez, a representative of CBII Philippines said that she has observed that the list of supplies and equipment were different from what was required last year's bidding. She cited an example, the powder soap wherein the monthly shows 3 kilos for Main Campus and two kilos each for Satellite Campuses. She said that based on their experience, three (3) kilos powder soap for Main Campus is for one to two days only. She also asked how many days to replenish the supplies? Dr. Rosalie Almadrones said that it is clearly stated in the terms of reference that the replenishment of supplies is monthly. Dr. Rosalie Almadrones then said, that the distribution will be checked and any changes will be posted in the Philgeps, the CNSC website and the conspicuous place of the College. Engr. Salmorin, the end-user representative also said that they will review the requirements.

Another issue raised by Mrs. Nenet Vasquez was about the cost breakdown. According to her, there was new SSS guidelines that will take effect next year, which will increase on the rates of the janitors. She asked, what will be the adjustment, because we are still using the old rate. Dr. Rosalie Almadrones said that since the ABC was approved, the agency will stick with that approved amount. Mr. Jefferson Dacer said that since it will take effect next year, the agency will adjust the rate and will issue a new contract stating the adjustment.

Mrs. Nenet Vasquez again asked what about during non-working holiday? Will the agency pay for the overtime? Mr. Jefferson Dacer as acknowledged by the BAC Chairperson said that there's no need to come if it is non-working holiday. But if there are instances that they will be required to come, the agency will pay the overtime pay.

Mr. Teofilo Tandan, a prospective bidder from Velocity, asked about the retirement benefit. According to him, there was an issuance about the retirement benefit. He said if he has not mistaken it was under RA 7641 or 7146. Again Mr. Jefferson Dacer as acknowledged again by the BAC Chairperson answered. He said that they are not aware of the said Republic Act. He further said that they will check and revisit the said law.

Mr. Teofilo Tandan also said that one of our requirements on the Terms of Reference was that, the agency should be in operation for at least five (5) years. He asked, what if the agency were previously registered and in operation for more than five years but they changed the business name into a new name, will that be okay? Engr. Junil Salmorin as acknowledged by the BAC chairperson said that we will stick to the requirements as posted. Dr. Rosalie Almadrones said that maybe it is possible since the agency is the same, but they will still check if that is legally possible. She said that the bidder can ask or make a follow-up on that, through the BAC secretariat.


Dr. Rosalie Almadrones said that any changes made will be made available to the prospective bidders through an Addendum that will be posted in the Philgeps, the CNSC website and the conspicuous places of the College. She then asked, if there are other clarifications, hearing none, Dr. Ma. Cristina Azuelo moved for the adjournment of the meeting, seconded in chorus.

The meeting adjourned at exactly 10:44 in the morning.


Prepared by:


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


NOTED:



DR. ROSALIE A. ALMADRONES
BAC Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MS. IRINE E. ANDAYA
BAC Member

MS. LEA L. FULGUERAS
BAC Member


MR. JEFFERSON T. DACER
BAC-TWG representative


ENGR. JUNIL SALMORIN
BAC-Provisional Member (End-user representative)