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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
October 3, 2019
OVPAA
9:00 A.M.**

Name of Project to be bid: Supply and Delivery and Installation of Full Color, High Speed Multi- Function Printer and Its Consumables

Approved Budget for the Contract: P3,446,900.00

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. Ms. Irine Andaya – BAC Member
5. Mrs. Leah L. Fulgueras-BAC Member

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

TWG: Mr. Raymond Zaratar

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

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
3. Ms. Ma. Christina Orida – from Copylandia Philippines
4. Ms. Lea Lacbay – from 3GX

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 9:15 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 a 100% attendance, 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 announced the title of the project to be bid is Supply, Delivery and Installation of Full Color, High Speed Multi-Function Printer and its Consumables and with an approved budget of Three Million Four Hundred Forty Six thousand Nine Hundred Pesos(P3,446,900.00) chargeable from the 2019 IGP Fund of the College.

Reading of the Quality Policy:

Dr. Ma. Cristina Azuelo as requested by the BAC Chairperson read the CNSC Quality Policy for our external providers to be aware of our commitments in delivering our services.

Reading of the Bid Data Sheet:

The BAC Chairperson 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 labelling of the documents. Engr. Aser Dino read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading all the instructions in the Bid Data Sheet, he reminded the prospective bidders that on ITB Clause 12.1(a)(ii) Statement of Single Largest and Completed Contract, all the indicated attachments stated in the statement should be attached to validate the statement.

Point of Clarification:

Ms. Ma. Christina Orida, a representative of Copylandia asked what if their Statement of Single Largest and Completed Contracts was from a private institution, what documents are to be attached. Dr. Almadrones said that they can attach equivalent documents to support the statement, like Purchase Order, Invoice and Delivery Receipt with the signature of their client who received the items. Engr. Aser Dino said that they should check the forms for Statement of Single Largest Contract and the Statement of On-Going and Completed Contracts together with the required attachments to be submitted.

Instructions on the Correct Packaging:


After reading the Bid Data Sheet, Ms. Irine Andaya 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, 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. She also said that it should be properly labelled, with the name and address of the bidder, the name and address of the BAC Chairperson, the name of the projects, Philgeps reference number and the warning "do not open before". She also emphasized that there should be table of contents, with tabbing for easy browsing and consecutively numbered. All copies should have original signature of the bidder or his/her authorized representative on the lower right portion of the documents. She also reminded that the authorized representative should present an authorization letter together with identification card before they will be allowed to join the bidding process.

Point of Clarification:

Mr. Cesar Pidot of Gakken Philippines asked if the authorization letter should be notarized. Dr. Almadrones said that the authorization to be presented should be the same authorization included in the bid documents, so it should be notarized.

Additional Instructions:

Dr. Rosalie Almadrones said that the BAC is using the discretionary Pass or Fail Rating. It will be rated passed if the documents were complete and failed if there are lacking or missing documents. She also read additional provision stated in the IRR of RA 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. He 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 Vice 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 Technical Specifications

Mr. Rene N. Abrera, the end-user, said that in the Terms of Reference the disposal of waste should also be included. It was one of the requirements during the ISO Audit. Mr. Raymond Zaratar presented the Technical Specifications of the machine:

For Item No. 1 - Full Color, High Speed Multifunction Printer –

Type: Inkjet or Laserjet

Print Speed: Range: 100 to 150 ppm

Printable Size: up to A3+ size paper

Print Resolution: minimum 600 * 600 dpi

With 2 years warranty on Machine and Parts and Lifetime Free Service and monthly preventive Maintenance

Able to print back to back

Point of Clarification

Ms. Ma. Christina Orida, representative of Copylandia asked if it is okay if the specifications posted be retained? She also suggested that the memory and hard disk should be included in the specifications. Mr. Raymond Zaratar said that the reason why they make it generic is to give opportunity to other bidders to participate in the bidding. He also said that if they will include the memory and hard disk it will be tailored fit to other brand. He further said that it is up to the bidder if they will include the hard disk and the memory. He also emphasized that the winning bidder will provide a copy of preventive maintenance form to the end-user, for them to record the maintenance procedure every time they will check the machine. He said that it will be included in the contract that will be given to the winning bidder.

For Item No. 2 – Mr. Raymond Zaratar said that they will issue an addendum for clarity. The technical working group member and the end-user will determine as to the quantity of the consumables that will suit the approved budget.

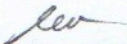
Dr. Almadrones asked if there are other questions. She said that if the bidders have some questions or clarifications, they may contact the Head of the BAC Secretariat. She then reminded the prospective bidders of the attachments needed to support their Statement of On-Going and Completed Contract and Statement of Single Largest and Completed Contracts.

Dr. Almadrones also said that any changes made will be available to the prospective bidders through an Addendum and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College.

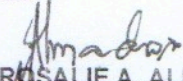
Since there were no more topics to be discussed, Ms. Irine Andaya moved for the adjournment of the meeting, seconded in chorus.


The meeting adjourned at exactly 9:55 in the morning.

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

msc
DR. MARIA CRISTINA C. AZUELO
BAC Member

IE
MS. IRINE E. ANDAYA
BAC Member

MRS. LEA L. FULGUERAS
BAC Member

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

Raymond Q. Zaratar
MR. RAYMOND Q. ZARATAR
BAC-TWG

