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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**

July 26, 2019

OVPAA

9:00 A.M.

Name of Project to be bid: **Supply and Delivery of Agricultural Equipment**

Approved Budget for the Contract: **P4,786,000.00**

Time Started: **9:25 A.M.**

Present were:

BAC Members:

1. Dr. Rosalie A. Almadrones
2. Dr. Ma. Cristina Azuelo-BAC Member
3. Ms. Irine Andaya-BAC Member

Absent: 1. Engr. Aser N. Dino – BAC Vice Chairperson
2. Mrs. Nida T. Pimentel – BAC Member

End-user: 1. Dr. Arlene Alegre

TWG: 1. Engr. Genaro Balance
2. Engr. Ariel Balean

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer
Jonel Diaz

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

Prospective Bidders: 1. Ms. Ammie Asis – from AIMS Agri Ventures Inc.
2. Ms. Princess Anzano – from Sophies Gen. Merchandise
3. Mr. Joel Orinas – from
4. Mr. Rafael Moraleda – from RNM Agro and General Mdse.
5. Mr. Generoso Villamor – from Vilufra Agri Solutions
6. Mr. Johnromm Calmateo – from Sophies General Merchandise
7. Mr. Diego Aureus – from Suki Trading

Proceedings:

Call to Order:

The BAC-Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 9:25 in the morning. 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 out of five regular members from the BAC there were two absent, 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 and Delivery of Agricultural Equipment and with an approved budget of Four Million Seven Hundred Eighty -Six Thousand Pesos (P4,786,000.00) chargeable from the Trust 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 -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 again called Dr. Ma. Cristina Azuelo to read all the instructions stated in the Bid Data Sheet and Ms. Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Dr. Azuelo read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Ms. Andaya 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. Ms. Andaya also said that they can take picture of the sample envelopes for their reference in packaging.

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

Engr. Ariel Balen, TWG member presented the Technical Specifications of the items listed in the Technical Specification posted in the Philgeps. After presenting the Technical Specifications, the BAC Chair asked the prospective bidders if there are questions, clarifications.

Point of Clarification

A bidder raised question about the specifications of item No. 2, 3, 7, 8, 10 & Item No. 11. He said that the specifications were not clearly stated for those items stated. The end user representative said that they will check the specifications of the items mentioned and will submit it to the BAC. The BAC Chairperson said that any changes made will be made available to the prospective bidders through the Philgeps, the CNSC website and other conspicuous places of the College, and any addendum made will be form part of the bid documents.

Another clarification from the bidder was, "If they will not put an offer to other items, how much will be the cost of bid documents. The BAC Chairperson said that it's still the same, the bid documents is Five Thousand Pesos (P5,000.00).

A lady bidder also asked if there were testings to be made, and it was answered by the end-user representative, that a testing is really required before it will be accepted by the end-user. There should also be a warranty of the equipment listed in the Schedule of Requirements.


On Item No. 10, a bidder said that the 6 tons required is very big, he asked if they can reduce it to 2 tons? Other bidder said that the budget for that item was really for six (6) tons. The end-user inform the prospective bidders that the specification of 6 tons was correct, it has been checked and that's really what they need.

Dr. Almadrones again emphasized and reminded the prospective bidders that all changes will be made available through an Addendum and will be posted in the Philgeps, the CNSC Website and to the conspicuous places of the College.

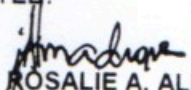
Since there were no more topics to be discussed, Ms. Irine Andaya moved for the adjournment of the meeting, seconded by Dr. Azuelo.

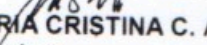
The meeting adjourned at exactly 10:10 in the morning.

Prepared by:


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

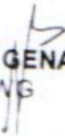
NOTED:


DR. ROSALIE A. ALMADRONES
BAC-Chairperon


DR. MARIA CRISTINA C. AZUELO
BAC Member

MS. IRINE E. ANDAYA
BAC Member

DR. ARLENE C. ALEGRE
BAC Provisional Member – (end-user representative)


ENGR. GENARO BALANE
BAC-TWG

ENGR. ARIEL BALEAN
BAC-TWG

