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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
August 22, 2019
OVPAA
11:00A.M.**

Name of Project to be bid: Supply and Delivery of Various Grocery Items

Approved Budget for the Contract: P1,313,430.00

Time Started: 11:20 A.M

Present were:

BAC Members:

1. Dr. Rosalie A. Almdarones
2. Engr. Aser Dino-BAC Vice-Chairperson
3. Dr. Ma. Cristina Azuelo-BAC Member
4. Ms. Irine Andaya-BAC Member

End-user: 1. Mr. Rene Abrera

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

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

Prospective Bidders: 1. Ms. Teresa Villarosa – from LCC Daet

Proceedings:

Call to Order :

The BAC-Chairperson, Dr. Rosalie A. Almdarones called the meeting to order at exactly 11:20 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 the BAC members, the end-user, BAC Secretariat and 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 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 a representative from 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.

Title of the Project to be Bid:

Dr. Almadrones, announced the title of the project to be bid is Supply and Delivery of Various Grocery Items and with an approved budget of One Million Three Hundred Thousand Four Hundred Thirty Pesos (P1,313,430.00)

geable from the Income Generating Fund of the College. She said that the project was on its second posting due failure on the first opening of bids.

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 requested 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 and if possible with tabbing on every document for easy browsing during the bidding. She then said that the prospective bidder may take pictures of the sample envelopes. 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 also emphasized that the bidder should make sure that the attachment required be attached in the said statement. She also 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 Schedule of Requirements

Mrs. Lea Fulgueras, presented the Schedule of Requirements of the above stated project. He read all that was included in the list and posted in the Philgeps, the CNSC website and conspicuous places of the College.

Point of Clarification

Ms. Teresa Villarosa, a prospective bidder from LCC Daet make some clarifications for the different items stated in the schedule of requirements. There were items that has to be checked. Like for item no. 2 & 3, Juices, she asked is it ready to drink? Or the one that has to be dissolved first. Also the ham, what kind of ham, was there a preferred brand? Also in item No 7, it should be 115 grams and not 15 grams, and a lot more. Dr. Almadrones said that the end-user and the TWG will check the requirements and any corrections made will be made available to the prospective bidders through an addendum.

Since there were no more topics to be discussed, Engr. Dino moved for the adjournment of the meeting, seconded by Ms. Lea Fulgueras.

The meeting adjourned at exactly 12:05 in the morning..

Prepared by:



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

NOTED:

Rosalie A. Almadrones
DR. ROSALIE A. ALMADRONES
BAC Chairperson

Asen N. Dino
ENGR. ASER N. DINO
BAC-Vice Chairperson

Maria Cristina C. Azuelo
DR. MARIA CRISTINA C. AZUELO
BAC Member

Irine E. Andaya
MS. IRINE E. ANDAYA
BAC Member

Lea L. Fulgueras
MS. LEA L. FULGUERAS
BAC Member

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

