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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 August 6, 2019 OVPAA 3:00P.M.

Name of Project to be bid: Supply and Delivery of Various IT Equipment, Accessories and Software

Approved Budget for the Contract: P1,468,440.00

Time Started: 3:10PM

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

Technical Working Group:

1. Mr. Raymond Q. Zaratar
2. Mr. Adrian Daniel
3. Mr. Bryan Arellano

BAC Secretariat: Evangeline L. Sarion
Arsenio Gem A. Garcillanosa
Marilyn Ferrer
Jonel Diaz

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

Prospective Bidders:

1. Mr. Jomarie Cailing – from 3GX
2. Ms. Dizadel Zara – from Joycom
3. Mr. Marc Dacudao – from Sampagueta Dept. Store
4. Mr. Chester Ian Obar – from Thessons Marketing

Proceedings:

Call to Order :

The BAC Vice-Chairperson, Engr. Aser Dino called the meeting to order at exactly 3:10 in the afternoon. 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 of the BAC, the BAC Secretariat, together with all the attendees, and reported that all of the BAC members were present, thus a quorum was declared.

Announcement of the Invitation Sent to Observer

The BAC Vice-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 attended on the invitation. He said that the invitation is in accordance with Sec. 13 of IRR of RA 9184.

Title of the Project to be Bid:

Engr. Aser Dino, announced the title of the project to be bid is Supply and Delivery of Various IT Equipment, Accessories and Software and with an approved budget of (P1,468,440.00) chargeable from the 2019 General Fund.

Purpose of the Pre-Bid Conference:

Engr. Aser Dino 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. He 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 Vice-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. He 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 Vice-Chair read the CNSC Quality for our external provider to be aware of our commitments.

Reading of the Bid Data Sheet and Instruction on the Correct Packaging:

Engr. Aser Dino requested Mrs. Lea Fulgueras to read all the instructions stated in the the Bid Data Sheet and Ms. Irine Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Mrs. Fulgueras 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 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 are all 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. She also said that the prospective bidders can take pictures of the sample envelope. She also said that if possible there should be a tabbing for every document for easy browsing during the opening of bids.

Additional Instructions

The BAC Vice-Chairperson read additional instructions stated in the IRR of 9184. He 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.


Presentation of the Terms of Reference

Mr. Raymond Zaratar, TWG member presented the technical specifications of all the items listed in the Schedule of Requirements. The presiding officer informed all the prospective bidders that the award is on a per item basis.

Point of Clarification

Mr. Marc Dacudao, a prospective bidder made some clarifications on the technical specs. He said that some of the technical specifications were not clear. Items No. 2,3, 6, 10, 14, 18, 19, 22, 26, 27, 30 & 33, 35, 36, 37, 38. Mr. Zaratar said that they will review the specifications and will submit the revised specifications. Also a prospective bidder Ms. Dizadel Zara asked about the kind of tripod, if it is heavy duty or the standard and was also answered by Mr. Zaratar that whatever fixed the ABC, thats it. It also depends on the offer of the bidder, the higher the specifications, the better.

Engr. Dino said that the TWG members are the one incharge in the evaluation of the technical documents, so the award will depend on the recommendations of the TWG members. He also again emphasized that the award will be on a per item basis. Mr. Zaratar said the revised Technical Specifications will be submitted to the BAC Secretariat on August 7, 2019. Engr. Aser Dino said that all the 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, and will also form part of the bidding documents.


Since there were no more other topics to be discussed, Dr. Ma. Cristina Azuelo moved for the adjournment of the meeting, seconded by Mrs. Lea Fulgueras.

The meeting adjourned at exactly 4:05 in the afternoon.

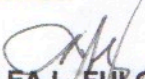
Prepared by:



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

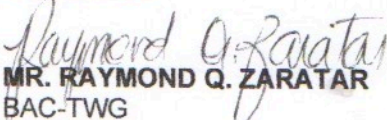
NOTED:



ENGR. ASER N. DINO
BAC-Vice Chairperson



DR. MARIA CRISTINA C. AZUELO
BAC Member


MRS. LEA L. FULGUERAS
BAC Member


MS. IRINE E. ANDAYA
BAC Member


MR. RAYMOND Q. ZARATAR
BAC-TWG


MR. ADRIAN DANIEL
BAC-TWG


MR. BRYAN ARELLANO
BAC-TWG