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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 9, 2019 OVPAF 1:00 P.M.

Name of Project to be bid: Supply and Delivery of Duplicating Machines and its Consumables

Approved Budget for the Contract: P3,446,900.00

Time Started: 1:20 PM

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

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

**BAC Secretariat: Evangeline L. Sarion
Jonel O. Diaz**

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. Genalyn Abiar – from Copylandia Philippines

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 1:20 in the afternoon. 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 that out of five 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, 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. She then acknowledged the presence of Mr. Fermin Orong, a representative from Volunteer Against Crime and Corruption.

Title of the Project to be Bid:

Dr. Rosalie Almadrones, then announced the title of the project to be bid is Supply and Delivery of Duplicating Machine 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 Vice-Chair read the CNSC Quality for our external provider to be aware of our commitments

Additional Instructions

After reading the Quality Policy, the BAC Chairperson instructed the BAC Vice-Chairperson to take over and continue the meeting, because she has another meeting to attend. Engr. Aser Dino took-over and continued the meeting. He said that the College is implementing the cash basis payment and the project should be completed within the given time.

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

The BAC Vice Chairperson requested Mrs. Lea Fulgueras to read all the instructions stated in the Bid Data Sheet and Dr. Ma. Cristina Azuelo for the presentation of the Instructions on the correct packaging and labelling of the documents. Mrs. Lea Fulgueras read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Dr. Ma. Cristina Azuelo 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 further emphasized that it should be properly labelled, consecutively numbered and with original signature of the bidder or his/her authorized representative 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.

Additional Instructions

Engr. Aser Dino 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. 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 Schedule of Requirements/Technical Specifications

Mr. Rene N. Abrera, the end-user, presented the Schedule of Requirements and Technical Specifications of the project. He read all the items listed in the Schedule of Requirements and on the Technical Specifications word for word. He said that the TWG member prepared the said specifications.

Point of Clarification

A representative from Gakken Philippines said that there was something wrong with the specifications posted in the Philgeps. He said that the specification posted for the duplicating machine was tailored fit. He said that when you read it you already know what machine it is. He also said the title itself "Supply and Delivery of Duplicating Machine and its Consumables was not correct. He further said that when you say "Duplicating Machine "you are just referring to the master, ink and drums and not a duplicating machine. He said that maybe we are referring to a "High Speed Inkjet Printer".


A representative of Copylandia said that it is not tailored fit, if the agency needs that machine, they really put all the smallest details or the specifications being offered by other companies.

Mr. Rene Abrera, end-user, said that he cannot answer those questions because the TWG member prepared and submit the specifications stated in the Schedule of Requirements. He said that he will ask the TWG member and they will review the specifications of the machine. The BAC members and the end-user agreed that on Tuesday, August 13, 2019, the revised specifications will be submitted to the BAC.

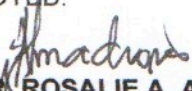
Engr. Aser Dino said that any changes made will be available to the prospective bidders through an Addendum and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College. He then asked if there are other questions, clarifications, hearing none, Ms. Lea Fulgueras moved for the adjournment of the meeting, seconded by Dr. Ma. Cristina Azuelo.


The meeting adjourned at exactly 2:05 in the afternoon.

Prepared by:



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

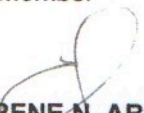
NOTED:


DR. ROSALIE A. ALMADRONES
BAC-Chairperson


ENGR. ASER N. DINO
BAC-Vice Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MRS. LEA L. FULGUERAS
BAC Member


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