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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 22, 2020  
Main Library  
9:00AM.

**Name of Project to be bid:** Supply and Delivery of Various Furnitures and Fixtures

**Approved Budget for the Contract:** Lot 1 – 1,482,517.00  
Lot 2 - 768,000.00

**Time Started:** 9:00AM

**Attendance:**

BAC Members:

1. Dr. Rosalie A. Almadrone-BAC Chairperson
2. Engr. Aser Dino-BAC Vice-Chairperson
3. Ms. Lea Fulgueras-BAC Member
4. Dr. Ma. Cristina C. Azuelo-BAC Member
5. Ms. Irine Andaya

End-user : Engr. Genaro Balane

BAC Secretariat: Evangeline L. Sarion  
Marilyn Ferrer

TWG: Engr. Daniel Sena

Bidder: Ms. Lolit Gapoy – from Lopez Marketing

**Proceedings:**

**Call to Order :**

The BAC Vice-Chairperson, Engr. Aser Dino started and called the meeting to order at exactly 9:00 in the morning. The meeting started with a short prayer led by Ms. Lea Fulgueras, followed immediately by the checking of attendance.

**Attendance and Quorum:**

The Head of the BAC Secretariat called the attendance, introduced each member and reported that all the five regular members were present, thus a quorum was declared.

**Announcement of the Invitation Sent to Observer**

The Presiding officer said that invitations were sent to three (3) observers, from Commission on Audit, Philippine Chinese Chamber of Commerce and Volunteers Against Crime and Corruption, however, nobody responded on the said invitation. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184.

**Title of the Project to be bid**

The Presiding Officer announced that the title of the project to be bid is Supply and Delivery of Various Furnitures and Fixtures comprising of two (2) lots, the approved budget for Lot 1 of One Million Four Hundred

Eighty Two Thousand Five Hundred Seventeen Pesos (P1,482,517.00) and for Lot 2 is Seven Hundred Sixty Eight Thousand (P768,000.00) chargeable from the 2020 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 bids 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 presiding officer 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 Bid Data Sheet and Instruction on the Correct Packaging:**

Engr. Aser Dino requested Dr. Ma. Cristina C. Azuelo to read all the instructions stated in the Bid Data Sheet. Dr. Ma. Cristina C. Azuelo read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet by Dr. Azuelo, Engr. Dino relinquished the floor to the BAC Chairperson. Dr. Almadrones reminded the prospective bidders on the required attachments in the Statement of On-Going and Completed Contract and Statement of Single Largest and Completed Contract. The form for Single Largest and Completed Contract was shown on the screen. Dr. Almadrones said that the forms to be used are the standard forms. She also said that no modification or alteration on the standard format. She gave emphasis on the three (3) attachments stated in the lower left portion of the forms. She said that failure to attach one of the required attachments will be automatically disqualified during the opening of bids. She said that the Notice of Award/Notice to Proceed is the same with the Purchase Order, the Delivery Receipt and Sales Invoice should have the signature of the client and not the owner of the company, Certificate of Accomplishment is the same with the Inspection and Acceptance Report from their client.

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 five folders, which contains the eligibility, technical and financial documents. On the first envelope which contains five folders are the eligibility and technical documents and on the other envelopes which also contains five folders 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 said that there should be a tabbing for every document for easy browsing during the opening of bids. She also reminded that the authorized representative should present an authorization letter together with identification card before the bidding process.

#### **Additional Instructions**

Dr. Almadrones 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. She 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 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 Terms of Reference**

Engr. Aser Dino, presented the technical specifications of all the items listed in the Schedule of Requirements for Lot 1. The said requirements and technical specifications were all included in the bidding documents under Section VI and VII, Schedule of Requirements and Technical Specifications. Engr. Daniel

Sena, TWG representative checked the specifications stated in the schedule of requirements. Engr. Genaro Balane, end-user representative presented the requirements for Lot 2. The list and the pictures of the items stated in the schedule of requirements were shown in the board.

Dr. Almadrones said that the conduct of the pre-bid conference was one of the requirements under RA 9184. Since there were no more topics to be discussed, Ms. Irine Andaya moved for the adjournment of the meeting, seconded by Ms. Lea Fulgueras.

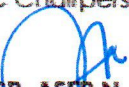
The meeting was adjourned at exactly 10:00 in the morning.

Prepared by:

  
**EVANGELINE L. SARION**  
Head, BAC Secretariat for Goods and Services


NOTED:

  
**ROSALIE A. ALMADRONES, Ph. D.**  
BAC Chairperson

  
**ENGR. ASER N. DINO**  
BAC-Vice Chairperson

  
**DR. MA. CRISTINA C. AZUELO**  
BAC Member

  
**MRS. LEA L. FULGUERAS**  
BAC Member

  
**MS. IRINE E. ANDAYA**  
BAC Member

**ENGR. GENARO C. BALANE**  
BAC-Provisional Member (end-user representative)

**ENGR. DANIEL SENA**  
BAC-TWG representative