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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  
December 10, 2020  
College Library  
3:00 P.M.**

**Name of Project to be bid:** Supply and Delivery of Various Computer License (Early Procurement 2021)

**Approved Budget for the Contract:** P1,200,000.00

**Time Started:** 300 P.M.

**Present were:**

**BAC Members**

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

**End-user:** Mr. Raymond Zaratar

**Technical Working Group:** 1. Mr. Edgar Bryan Nicart  
2. Mr. Bryan Arellano

**BAC Secretariat:** Evangeline L. Sarion  
Julie Fe Laborte

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

**Prospective Bidders:** Mr. Rev Villafranca – from Krizzia21 Internet Café and Gen. Merchandise

**Proceedings:**

**Call to Order :**

The BAC Chairperson, Dr. Rosalie Almadrones called the meeting to order at exactly 3:10 in the afternoon. The meeting started with a short prayer led by Ms. Lea Fulgueras.

**Attendance and Quorum:**

Ms. Julie Fe Laborte, BAC Secretariat member called the attendance and introduced each member of the BAC, BAC Secretariat, the TWG members, observers and all the prospective bidders, and reported that all the five (5) BAC regular members were present, 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. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184. She acknowledged the presence of Mr. Fermin Orong, a representative of Volunteer Against Crime and Corruption.

**Title of the Project to be Bid:**

Dr. Rosalie Almadrones, announced the title of the project to be bid is Supply and Delivery of Various Computer License (Early Procurement 2021) and with an approved budget of One Million Two Hundred Thousand Pesos (P1,200,000.00) chargeable from the 2021 General Fund.

#### **Purpose of the Pre-Bid Conference:**

Dr. Rosalie Almadrones 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. 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 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 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 as requested by the BAC Chairperson read the CNSC Quality and Environmental Policy for our external provider to be aware of our commitments.

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

Dr. Rosalie Almadrones requested Engr. Aser Dino to read all the instructions stated in the Bid Data Sheet. Engr. Aser Dino read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, 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. She 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. Dr. Almadrones said that failure to attach one of the required attachments would mean automatic disqualification of the bidder 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. Dr. Rosalie Almadrones presented also the new checklist as stated in the IRR. The new checklist was shown on the board. Under the Legal Documents, if the bidder will attach the Platinum Membership Certificate of Registration, he/she must include all the pages of the Certificate of Platinum Membership. If it is incomplete, he/she will submit the Mayors Permit, the DTI Registration and other requirements. She also said that if after checking the Certificate of Platinum Membership, there are expired documents, the BAC will also look for the new/latest documents. Dr. Almadrones said that, it is much better to submit all the documents listed in the checklist.

#### **Instructions on Correct Packaging**

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, 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 must be 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 they will be allowed to witness the bidding process.

#### **Additional Instructions**

Dr. Rosalie Almadrones read additional instructions stated in the IRR of 9184. She 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.

Dr. Rosalie Almadrones presented also the new checklist of requirements. She said that under the new checklist the bidder can submit the Platinum Membership Certificate without the other documents, like the Mayors Permit, DTI/SEC Registration and Tax Clearance, but she emphasized that the certificate must contain all pages of the certificate. She also emphasized that if there are expired documents stated in the certificate, the BAC will also look for the renewal of that expired document. She then advised the prospective bidders that it is much better to attached all the legal documents. She also said that under the financial documents, the audited financial statement should be stamped "received" by the Bureau of Internal Revenue. She also made emphasis on the signature on all the pages of the documents. She said that the signature must be original in all the pages of the documents.

### **Presentation of the Schedule of Requirements and Technical Specifications**

Mr. Bryan Arellano, a TWG member presented the list of requirements listed in the schedule of requirements as posted in the Philgeps, CNSC Website and the conspicuous places of the college.

Dr. Rosalie Almadrones said that the TWG members will still check the specifications and the costing of the items listed in the schedule of requirements. She said that any changes made will be posted in the Philgeps, the CNSC website and the conspicuous places of the college.

### **Point of Clarifications**

A prospective bidder from Krizia21 Internet Café and General Merchandise made some clarifications on Items No. 1 and No. 4. He asked if those items listed are the same. Mr. Raymond Zaratar, end-user said that they are just the same. He said that they will revise the requirements and will submit it to the BAC Secretariat for Addendum.

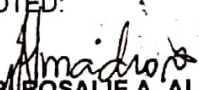
Dr. Rosalie Almadrones asked if there are other clarifications, hearing none, Engr. Aser Dino moved for the adjournment of the meeting, seconded in chorus.

The meeting adjourned at exactly 4:10 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

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

  
**MS. LEA L. FULGUERAS**  
BAC Member

  
**RAYMOND Q. ZARATAR**  
BAC Provisional Member (end-user)

**MR. EDGAR BRYAN NICART**  
BAC TWG

**MR. BRYAN ARELLANO**  
BAC TWG