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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 16, 2020  
Main Library  
1:00 P.M.**

**Name of Project to be bid: Supply and Delivery of Various Goods and Services (Early Procurement)**

**Approved Budget for the Contract:**

- Lot 1 - Supply and Delivery of Fire Extinguisher - P297,000.00
- Lot 2 - Supply and Delivery of Various Sports Equipment and Supplies - P 424,040.00
- Lot 3 - Supply and Delivery of Medical Supplies - P290,243.00
- Lot 4 - Supply and Delivery of Materials for COTT Garments Laboratory - P168,652.00
- Lot 5 - Supply and Delivery of Various Equipment = P131,728.00
- Lot 6 - Supply, Delivery and Installation of Combi Blinds and Other Materials - P650,657.00
- Lot 7 - Supply and Delivery of Various Furnitures and Fixtures - P595,500.00

**Time Started: 1:00 P.M.**

**Attendance:**

**BAC Members:**

1. Dr. Rosalie A. Almadrones-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 - BAC Member

BAC Provisional Member - End-User-representative: Mr. Gil Victor Zaldua

BAC TWG: 1. Engr. Junil Salmorin  
2. Dr. Manuel Alberto  
3. Mr. Fermin Gaurino

BAC Secretariat: Ms. Evangeline L. Sarion  
Ms. Julie Fe S. Laborte

Bidders: 1. Mr. Ernesto Abuyo - from Daet Master Curtain  
2. Ms. Emily Herico - from ASH Enterprises  
3. Mr. Jose Cacho - from J and M General Merchandising  
4. Mr. Christopher Iglesia - from Krizia21 Internet Café and General Merchandise

**Proceedings:**

**Call to Order :**

The BAC Chairperson, Dr, Rosalie Almadrones presided and called the meeting to order at exactly 1:00 in the afternoon and 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 and introduced each member and reported that all the five BAC regular members were present, thus a quorum was declared.

## **Announcement of the Invitation Sent to Observer**

Dr. Rosalie Almadrones 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, only one responded on the said invitation. She said that the invitation is in accordance with Sec. 13 of IRR of RA 9184. However, nobody responded on the said invitation.

### **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 Goods and Services (Early Procurement 2021), composed of seven (7) lots; Lot 1 – Supply and Delivery of Fire Extinguisher with and ABC of Two Hundred Ninety Seven-Thousand Pesos (P297,000.00); Lot 2 – Supply and Delivery of Various Sports Equipment and Supplies and with an approved budget of Four Hundred Twenty Four Thousand Forty Pesos (P424,040.00); Lot 3-Supply and Delivery of Medical Supplies with and ABC of Two Hundred Ninety-Thousand Two Hundred Forty Three Pesos (P290,243.00); Lot 4-Supply and Delivery of Materials for COTT Garments Laboratory with an approved budget of One Hundred Sixty Eight Thousand Six Hundred Fifty Two Pesos (P168,652.00); Lot 5-Supply and Delivery of Various Equipment with an ABC of One Hundred Thirty one Thousand Seven Hundred Twenty Eight Pesos (P131,728.00); Lot 6-Supply, Delivery and Installation of Combi Blinds and Other Materials with and ABC of Six Hundred Fifty Thousand Six Hundred Fifty Seven Pesos (P650,657.00); and Lot 7-Supply and Delivery of Various Furnitures and Fixtures with an ABC of Five Hundred Ninety Five Thousand Five Hundred Pesos (P595,500.00), 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. Gristina 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 Almadrone 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.

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

**For Lot 1** - Engr. Junil Salmorin, TWG member presented the list of requirements and technical specifications of all the items listed in the schedule of requirements. He read all the requirements stated in the technical specifications as posted in the Philgeps.

**For Lot 2** - Mr. Fermin Gaurino presented the requirements and the technical specifications of all the items listed in schedule of requirements.

**For Lot 3** - Engr. Aser Dino read the list of requirements as posted in the Philgeps.

**For Lot 4** - Mr. Gil Victor Zaldua presented the requirements and technical specifications of all the items stated in the schedule of requirements.

**For Lot 5** - Dr. Manuel Alberto read the list of requirements. He said that there were items to be verified and if there were changes, they will be submitting a new list.

**For Lot 6** - Ms. Julie Fe Laborte read all the requirements as posted in the Philgeps. She showed the sample of blinds that will be installed in the new SPMO Office. She said that the blinds to be offered by prospective bidders should be the same with what she was presented. She also advised the prospective bidders to bring sample for comparison. She said that it should be exactly the same.

**For Lot 7** - Engr. Aser Dino presented and read all the requirements.

## **Point of Clarifications**

**For Lot 2** - Mr. Jose Cacho of J and M General Merchandising said that the cost of Item No. 2 - Two-way Handheld Radio was very small. He also asked the specification of the chess clock, starter gun and the whistle. Mr. Gaurino said that they can check the sample of those items in their office.

**For Lot 5** - Mr. Iglesia asked the specific details of each item, like the capacity of casserole, the steamer, food processor, meat grinder and others. He said that there should be specific requirements, the capacity of those materials should be clearly stated.

Dr. Rosalie Almadrones said that any 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. She then asked, if there are other clarifications, hearing none, Dr. Ma. Cristina Azuelo moved for the adjournment of the meeting, seconded in chorus.

The meeting adjourned at exactly 10:05 in the morning.

Prepared by:

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

NOTED:

  
**DR. ROSALIE A. ALMADRONES**  
BAC Chairperson

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

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

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

**MR. GIL VICTOR ZALDUA**  
BAC-Provisional Member (End-user representative)

  
**ENGR. JUNIL SALMORIN**  
BAC TWG

  
**FERMIN A. GAURINO**  
BAC TWG

**DR. MANUEL ALBERTO**  
BAC TWG