



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 91068306



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  
February 3, 2021  
Main Library  
1:00 P.M.**

**Name of Project to be bid: Supply and Delivery of Various Goods and Services (2<sup>nd</sup> Posting)**

**Approved Budget for the Contract: ↓**

- Lot 1 – Supply, Delivery and Installation of Photocopier Toner and Parts – P423,500.00
- Lot 2 – Supply and Delivery of Various Hardware Materials – P119,855.00
- Lot 3 – Supply and Delivery of Various Office Supplies and Printer Ink – P1,511,579.00

**Time Started: 1:10 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 TWG: 1. Ms. Aida Bacuño

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

Observer: Mr. Fermin Orong – a representative from Volunteer Against Crime and Corruption

Bidders: 1. Ms. Keith Ann Verzo – from Arik General Merchandising  
2. Ms. Dean Marqueses – 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 1:10 in the morning 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.

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 from 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 Goods and Services 2<sup>nd</sup> posting, composed of three (3) lots: Lot 1 – Supply, Delivery and Installation of Photocopier Toner and Parts with approved budget of Four Hundred Twenty Three Thousand Five Hundred Pesos (P423,500.00); Lot 2 – Supply and Delivery of Various Hardware Materials with an approved budget for the contract of One Hundred Nineteen Thousand Eight Hundred Fifty Five Pesos (P119,855.00) and Lot 3 – Supply and Delivery of Various Office Supplies and Printer Ink with an approved budget for the contract of One Million Five Hundred Eleven Thousand Five Hundred Seventy Nine Pesos (P1,511,579.00) 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. She gave emphasis on the 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. Almadrones further said that 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.

#### **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.

## Presentation of the Schedule of Requirements and Technical Specifications

Mrs. Aida Bacuño, a TWG representative read the schedule of requirements and technical specifications of all the items posted in the Philgeps. She said that there are some modifications to be made. She also said that they will check the specifications and the quantity of each items and will submit modification, because according to her, there are items that are readily available in the stock room. She further said that there are items that will be deleted and a new item will be included. She identified some items that will be added, like the folders and paper clips (big).

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, Ms. Irine Andaya moved for the adjournment of the meeting, seconded in chorus.

The meeting adjourned at exactly 2:00 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

  
**MS. AIDA Z. BACUÑO**  
BAC TWG representative