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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**

October 18, 2019
OVPAA
9:00 A.M.

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

Approved Budget for the Contract: P3,508,737.50

Time Started: 9:22 A.M.

Present were:

BAC Members:

1. Dr. Rosalie A. Almadrones-BAC Chairperson
2. Dr. Ma. Cristina Azuelo-BAC Member
3. Ms. Irine Andaya-BAC Member
4. Ms. Lea Fulgueras-BAC Member

End-user: 1. Ms. Marivic Ingatan

TWG : 1. Mr. Ronaldo P. Dando

BAC Secretariat: Marilyn Ferrer

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

**Prospective Bidders: 1. Marvin Hobayan – R. Delovino Woodcraft & Gen. Mdse.
2. Ms. Lolita Gapoy – Lopez Marketing
3. Romalinda Villanueva – Sampaguita Department Store**

Proceedings:

Call to Order :

The BAC-Chairperson, Dr. Rosalie A. Almdarones called the meeting to order at exactly 9:22 in the morning. The meeting started with a short prayer led by Ms. Lea Fulgueras.

Attendance and Quorum:

Ms. Marilyn Ferrer, BAC Secretariat member called the attendance and introduced each member and reported that out of five regular members from the BAC there was one absent, thus a quorum was declared.

Announcement of the Invitation Sent to Observer

The BAC-Chairperson said that the BAC invited three (3) observers, from the Commission on Audit, the Philippine Chinese Chamber of Commerce and Volunteers Against Crime and Corruption, however, only Volunteer Against Crime and Corruption responded on the said invitation. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184. She acknowledged the presence of Mr. Fermin Orong, from the Volunteer Against Crime and Corruption.

(Handwritten signatures and initials)

Title of the Project to be Bid:

Dr. Almadrones, announced the title of the project to be bid is Supply and Delivery of Furnitures and Fixtures and with an approved budget of Three Million Five Hundred Eight Thousand Seven Hundred Thirty Seven and 50/100 (P3,508,737.50) chargeable from the Income Fund of the College.

Purpose of the Pre-Bid Conference:

Dr. Almadrones 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 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 -Chair 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 was called by the BAC-Chair to read the CNSC Quality Policy for our external provider to be aware of our commitments.

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

Dr. Almadrones called Ms. Lea Fulgueras to read all the instructions stated in the Bid Data Sheet and Ms. Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Ms. Fulgueras read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Ms. Andaya presented and 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. 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 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 join the bidding process. Ms. Andaya also said that they can take picture of the sample envelopes for their reference in packaging.

Point of Clarification:


Mr. Marvin Hobayan, representative of R. Delovino Woodcraft & Gen. Merchandise about the packaging. He made some clarification on the envelopes to be submitted. He said that they will just submit two envelopes, one for eligibility and technical and other one is for financial documents, no more mother envelope. The BAC Chairperson said that it was correct, they have to submit two (2) envelopes.

Additional Instructions

The BAC-Chairperson read additional instructions stated in the IRR of 9184. She said that under ITB Clause No. 5.4, 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 said that the BAC will disqualify bidders in the future bid if they found out that the bidder tend to defeat the purpose of competitive bidding on different grounds, habitually withdrawing bids, submitting late bids, insufficient bid and allowing other names for purpose of public bidding. She reminded all the prospective bidders the attachment required on the Statement of On-going and Completed Contracts and Statement of Single Largest Completed Contracts shall be attached. She said that incomplete attachments on the SLCC are ground for disqualification. She further said that the bidder should have checked and reviewed all the attachment needed.

Presentation of the Technical Specifications

Mr. Ronaldo Dando, TWG member presented the specifications of the items listed in the Technical Specification under Section 7 of the bidding documents as posted in the Philgeps. Mr. Dando said that there were some modifications on the specifications of some items listed in the Technical Specifications. He said that the size of the table, cabinets and other items will be posted in the Philgeps, the CNSC website and the conspicuous places of the college. He also said that the pictures of the furniture and fixtures will also be posted. He also said that the technical specification of refrigerators should be green technology.



Dr. Almadrone again emphasized and reminded the prospective bidders that all the changes made will be available through an Addendum and will be posted in the Philgeps, the CNSC Website and to the conspicuous places of the College.

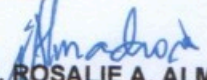
Since there were no more topics to be discussed, Ms. Irine Andaya moved for the adjournment of the meeting, seconded by Dr. Azuelo.

The meeting adjourned at exactly 9:58 in the morning.

Prepared by:


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

NOTED:



DR. ROSALIE A. ALMADRONE
BAC-Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MS. IRINE E. ANDAYA
BAC Member


MS. LEA L. FULGUERAS
BAC Member

RONALDO P. DANDO
BAC-TWG


MARIVIC INGATAN
END USER REPRESENTATIVE

