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**BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES**

**MINUTES OF THE MEETING  
PRE-BID CONFERENCE  
October 23, 2019  
OVPAA  
9:00A.M.**

**Name of Project to be bid:** Supply and Delivery of Common Office, Janitorial and IT Supplies

**Approved Budget for the Contract:** P2,057,769.00

**Time Started:** 9:20AM

**Present were:**

**BAC Members:**

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

**Technical Working Group:** 1. Mrs. Aida Bacuño

**BAC Secretariat:** Evangeline L. Sarion  
Marilyn Ferrer

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

**Prospective Bidders:** 1. Mr. Allan Binaya – from Bonings Trading  
2. Ms. Ryel Joy Francisco – from Thessons Marketing

**Proceedings:**

**Call to Order :**

The BAC Chairperson, Dr. Rosalie Almadrones called the meeting to order at exactly 9:20 in the morning. The meeting started with a short prayer led by Ms. Lea Fulgueras.

**Attendance and Quorum:**

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, the TWG and all the attendees. There was a 100% attendance on the BAC members, 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 acknowledged the presence of Mr. Fermin Orong from VACC. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184.

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

Dr. Rosalie Almadrones announced the title of the project to be bid is Supply and Delivery of Common Office, Janitorial and IT Supplies and with an approved budget of Two Million Fifty -Seven Thousand Seven Hundred Sixty Nine pesos (P2,057,769.00) chargeable from the 2019 <sup>General</sup> Income Fund.

*[Handwritten signatures and initials]*

### **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 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 Vice-Chair 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. Rosalie Almadrones requested Engr. Aser Dino to read all the instructions stated in the the Bid Data Sheet and Ms. Irine Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Engr. Aser Dino read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. He emphasized the instructions on the submission of the Statement of On-going and Completed Contracts and Statement of Single Largest Completed Contract. He said that all the required attachments should be attached. Dr. Almadrones showed the forms for Statement of Single Largest and Completed Contracts, giving emphasis on the attachments. She said that the standard forms as posted are to be used. She further said that any lacking documents for attachment is a ground for disqualification. She also said that during the opening of bids, if there are lacking documents, automatically they will disqualify the bidder. After reading the Bid Data Sheet, Ms. 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 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 have to 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 witness the bidding process.

### **Additional Instructions**

Dr. Almadrones said that the CNSC is using the non-discretionary pass or fail rating. It will be rated PASSED if the documents are present and FAILED if there are lacking documents as stated in the checklist of the bidding documents. The BAC Chairperson read additional instructions stated in the IRR of 9184. She said that under ITB Clause 5.4 the bidder must have and 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 said that under ITB Clause 6.3, 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 amendments to the bidding documents as recorded in the minutes of the pre-bid conference and the supplemental/bid bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

### **Presentation of the Technical Specifications**

Mrs. Aida Bacuño presented the schedule of requirements and technical specifications of all the items posted in the PhilGEPS. She read all the items/requirements of the project to be bid as published. There were some clarifications asked by the prospective bidders. The representative of Thessons Marketing said that most of the items were not clear as to the size, quantity, kind and the cost. The BAC Chairperson requested Mrs. Bacuño to review and check the requirements and the specifications. She said that an addendum will be made for the changes and will be posted in the PhilGEPS, CNSC website and conspicuous places of the college.

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

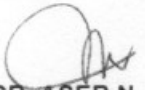
The meeting adjourned at exactly 10:40 in the morning.



Prepared by:

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


NOTED:


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

  
**DR. ROSALIE A. ALMADRONES**  
BAC CHAIRPERSON

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

  
**MRS. LEA FULGUERAS**  
BAC Member

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

  
**MS. AIDA Z. BACUÑO**  
BAC TWG

