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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
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 25, 2019
OVPA
1:00 P.M.**

Name of Project to be bid: Supply and Delivery of Various Laboratory Equipment for the College of Engineering

Approved Budget for the Contract: P877,045.00

Time Started: 1:20 P.M

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. Leah L. Fulgueras-BAC Member

TWG: Engr. Ariel Balean

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

Observer: Mr. Fermin Orong – from Volunteers Against Crime and Corruption
Ms. Rosario de los Angeles – from Commission on Audit

Prospective Bidders: 1. Ms. Maria Mae Cos – from Sciencestar Corporation
2. Ms. Nanette Lim – from Sciencestar Corporation
3. Mr. Francisco Go – from Sciencestar Corporation

Proceedings:

Call to Order :

The BAC Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 1:20 in the afternoon. The meeting started with a short prayer led by Mrs. Lea Fulgueras.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member of the BAC, the BAC Secretariat, together with all the attendees, and reported that out of five (5) regular BAC members, there was one absent, 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.

Purpose of the Pre-Bid Conference:

The BAC Chairperson 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.

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 Laboratory Equipment for the College of Engineering and with an approved budget of Eight Hundred Seventy Seven Thousand Forty Five Pesos (P877,045.00) chargeable from the 2019 Income Fund of the College.

Reading of the Quality Policy:

Dr. Ma. Cristina Azuelo as requested by the BAC Chairperson read the CNSC Quality Policy for our external providers to be aware of our commitments in delivering our services.

Reading of the Bid Data Sheet:

The BAC Chairperson 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 all the instructions in the Bid Data Sheet, he reminded the prospective bidders that on ITB Clause 12.1(a)(ii) Statement of Single Largest and Completed Contract, all the indicated attachments stated in the statement should be attached to validate the statement.

The form for Single Largest and Completed Contract was shown in the projector screen. Dr. Almadrones said that the form to be submitted by the bidder is the standard form included in the Bidding Documents. She said that there should be no revision and alteration on the standard format. She also gave emphasis on the attachments. She said that all the required attachments should be present during the opening of bids. Absence of the said supporting documents will automatically be disqualified. She said that the Notice of Award and Notice to Proceed is the same with Purchase Order, the Delivery Receipt/Sales Invoice should be signed by their client. Certificate of Accomplishment is the same with the Inspection and Acceptance Report for government transactions, or they may request for a certification from their client. She also said that if the bidders have questions or clarifications about the bidding documents or the packaging, they may seek the assistance of the BAC Secretariat.

Point of Clarification:

Ms. Nanette Lim, a prospective bidder from Sciencestar Corporation said the document that was signed by the client is the delivery receipt and not the sales invoice. Dr. Almadrones said that it should be signed by the bidder to show that they have received the items delivered by them. She also said that they can request to their client the certification as to the completion of delivery. She further said that it should be signed by the authorized signatory. Ms. Nanette Lim also asked about the award, if it is per item they will just put "no bid" for the items they don't have. She also said that the delivery period should be 120 days and not 30 days, because the items were all imported. The BAC Chairperson said that they will discuss it with the end-user and the TWG and will post an addendum relative to that.

Instructions on the Correct Packaging:

After reading the Bid Data Sheet, Ms. Lea Fulgueras 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, original, copy 1, 2, 3, and 4. 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 also said that it should be properly labelled, with the name and address of the bidder, the name and address of the BAC Chairperson, the name of the projects, Philgeps reference number and the warning "do not open before". She also emphasized that there should be table of contents, with tabbing for easy browsing and consecutively numbered. All copies should have original signature of the bidder or his/her authorized representative on the lower right portion of the documents. She also reminded that the authorized representative should present an authorization letter together with the identification card before they will be allowed to join the bidding process.

Additional Instructions:

Dr. Rosalie Almadrones said that the BAC is using the discretionary Pass or Fail Rating. It will be rated passed if the documents were complete and failed if there are lacking or missing documents. She also read additional provision stated in the IRR of RA 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. He 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 Technical Specifications

Engr. Ariel Balean , TWG member, presented the technical specifications of the all the items listed in the schedule of requirements.

Point of Clarification

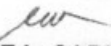
Mr. Francisco Go, a representative of Sciencestar made some clarification on Item No. 8 – Thermal Expansion Apparatus, he said that the budget for the item was good for one unit only. Dr. Almadrones said the end-user and twg member will check, and any changes will be posted through an Addendum.

Dr. Almadrones reminded the bidders that any changes made will be available to the prospective bidders through an Addendum and will be posted to the Philgeps, the CNSC website and the conspicuous places of the College.

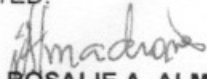
Since there were no more topics to be discussed, Dr. Ma. Cristina Azuelo moved for the adjournment of the meeting, seconded by Ms. Lea Fulgueras..

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. ASERIN. DINO
BAC-Vice Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MRS. LEA L. FULGUERAS
BAC Member

ENGR. ARIEL BALEAN
BAC-TWG

