



**University of Southeastern Philippines**  
**Bids and Awards Committee**

**Minutes Pre-Bid Conference**

**Project: PROCUREMENT OF CONSOLIDATED COMPUTER  
SUPPLIES AND CONSUMABLES for CY 2018**

Contract No. 2018-13/Goods

July 4, 2018 at 2:00 P.M.

Venue : USEP- HOSTEL Conference Room,  
Obrero Campus, Davao City

Approved ABC : Php. 1,095,026.11

**Present were:**

**Bids and Award Committee:**

<b>Dr. Marlyn D. Biton</b>	-	Chairperson
<b>Dr. Edeliza S. Gonzales</b>	-	Member
<b>Dr. Emilia P. Pacoy</b>	-	Member
<b>Dr. Reynilo D. Garcia</b>	-	Member
<b>Dr. Maychelle M. Nugas</b>	-	Member

**BAC Secretariat:**

<b>Ms. Olivia D. Estremos</b>	-	Chairperson
<b>Ms. Restituta Macarayo</b>	-	Member
<b>Ms. Ma. Luz M. Serafica</b>	-	Member

**TWG/Procurement:**

<b>Ms. Madelyn Barnes</b>	-	TWG
<b>Ms. Maricris Palomar</b>	-	TWG
<b>Ms. Nora Dela Viña</b>	-	Procurement Head

**Observer:**

<b>Mr. Ricardo Atangan, Jr.</b>	-	COA-Observer
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**Bidders:**

**Photopro Trading and General Merchandise**  
**Lanang, Davao City**

## **Proceedings:**

The activity commence with a group prayer.

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 2:00 o'clock in the afternoon. The roll call was made and there was a quorum with four (4) BAC members who were present during the meeting followed by the BAC Secretariat Members, TWG, Observers & Bidders.

### **1. Business Matters:**

BAC Chairman, Dr. Biton presented the requirement in the Prebid Conference AVP). Ms. Madelyn Barnes presented the Eighty Eight (88) items for the Consolidated Computer Supplies and Consumables.

BAC Chairman, Dr. Biton informed the body that the purpose of the prebid conference is done for the project with an ABC of Php. 1,095,026.11.

She emphasized in the eligibility requirement and the ground rules that will govern the procurement process and informed the bidders regarding the legal, technical and financial components of the contract to be bid.

She mentioned that this is also an opportunity for the prospective bidders to request for clarifications about the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin. (IRR-A Section 22.4)

She emphasized the importance for the presence of responsible and knowledgeable officials attending the pre-bid conference and the persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. She encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

### **Eligibility Requirements:**

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased;

All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as “Certified True Copy from the Original” by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted;  
Likewise, any missing documents as required in

**Bidders Responsibilities 6.2(f)**

“ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct”

**Philgeps Certificate of Registration and Membership**

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class “A” eligibility documents under Sections 23.1(a) and 24.1(a):

Registration Certificate;

Mayor’s/Business Permit or its Equivalent Document;

Tax Clearance;

Audited Financial Statements.

For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA 9184.

***Eligibility Requirement for Infra under:***

***Class A Documents***

1. DTI/SEC/Cooperative Development Authority (CDA) Registration
2. Mayor’s permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. Audited financial statement
7. NFCC\*

Mayor’s Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor’s/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be

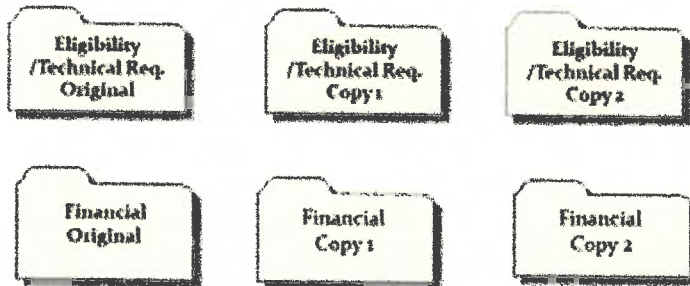
submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier’s check/manager’s check, bank draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in an equivalent amount of **PHP 21,900.52**, if the bid security is in the form of a Surety Bond, it should be **5%** of the ABC or in an equivalent amount of **PHP 54,751.31**. And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined.

## SEALING AND MARKING OF BIDS

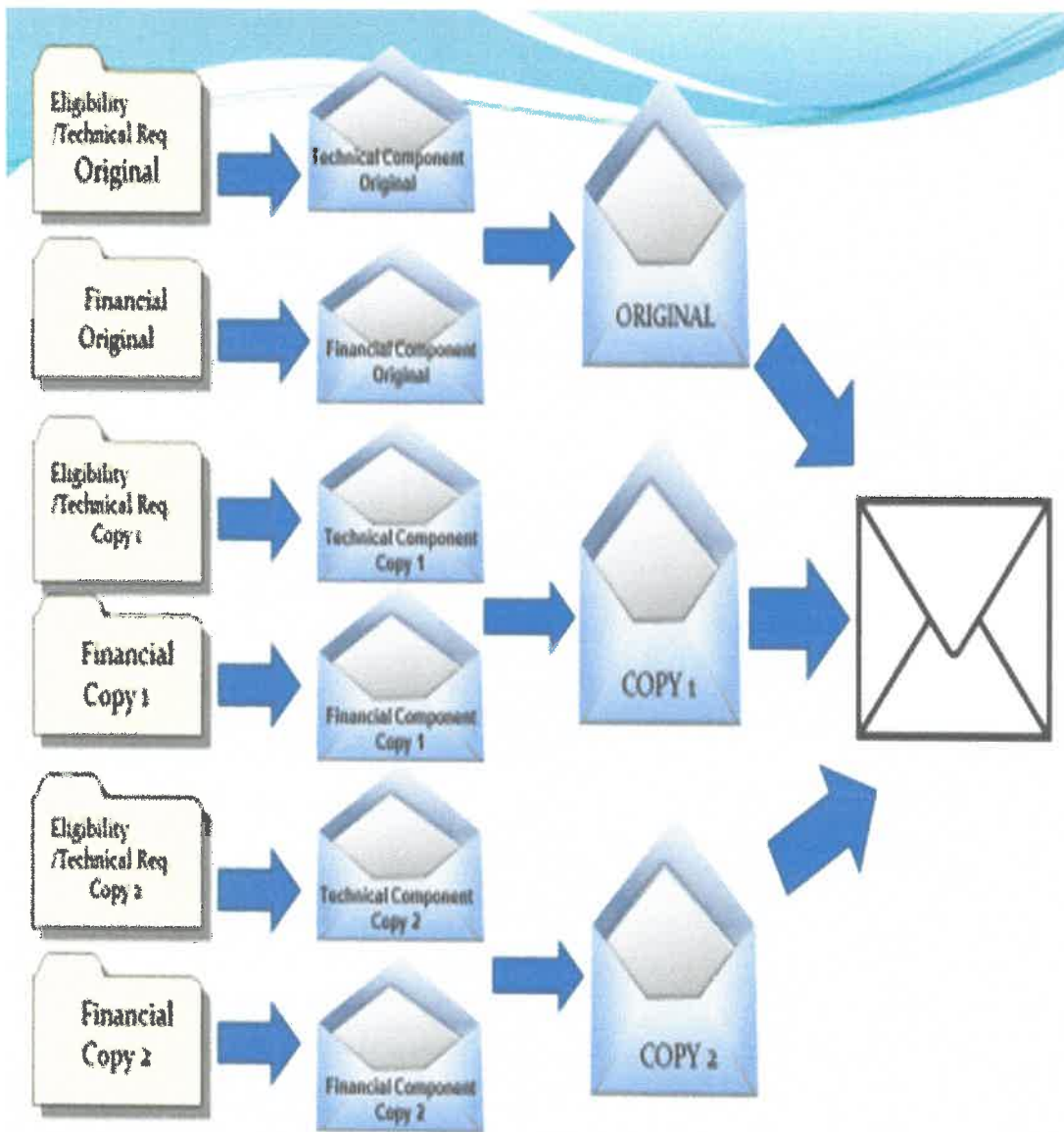
- The bidder shall submit **three copies** of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.



- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/marking. The technical component should be separately fastened from the financial component.



The folder containing the original bid of the technical component should be marked as "ORIGINAL – TECHNICAL COMPONENT" and the financial component should be marked as "ORIGINAL – FINANCIAL". These two folders should then be enclosed in a sealed envelope marked as "ORIGINAL BID". The same is done to copy 1 and copy 2.



All envelopes shall :

- Contain the name of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;
- Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in accordance with ITB Clause 21.

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.



Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

The deadline for submission of bids is on July 18, 2018 (Wednesday) Cut-off time will be at 2:00 p.m. and Opening of bids shall immediately follow. The venue will be at the USEP-Dormitory Conference Room. Any bid submitted after the cut-off time shall be declared late and shall not be anymore accepted.

#### **B. PRESENTATION OF TECHNICAL WORKING GROUP/PDD**

Ms. Madelyn Barnes together with Ms. Cris Palomar presented the Eighty Eight (88) items for the Procurement of Consolidated Computer Supplies and Consumables for 1<sup>st</sup> Quarter calendar year 2018.

#### **C. COMMENTS & SUGGESTIONS:**

Dr. Biton asked the body for some clarification of the various items presented. She informed to the prospective bidders that if ever there are some questions related to the procurement of the consolidated computer accessories and consumables you can contact to the BAC Secretariat, TWG and the procurement unit for inquiries.

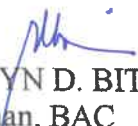
#### **D. Adjournment:**

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 2:30 P.M.

Prepared by:

  
OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:

  
MARLYN D. BITON  
Chairman, BAC