



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

I. Attendance:

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Asso. Prof. Rioliza B. Molina	-	Member
Dr. Jose Alther M. Rivera	-	Member
Ms. Rhinna M. Saan	-	Alternate Member

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie C. Pagkaliwagan	-	BAC Secretariat
Ms. Mary Aprilly Cimafranca	-	BAC Secretariat
Ms. Emmele Embat	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Engr. Ariel Pabilona	-	TWG for ICT/IT Equipment
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End-User:

Dr. Ariel Reyes	-	KMD Director
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Bidder:

Ms. Mylene M. Sabulao	-	Columbia Com. Center
Mr. Dennis Rey Corpuz	-	Trey-D Enterprises

AGENDA:

- A) Procurement of ICT Equipment (Hardware & Software Services) for USeP-SDMD Obrero Campus, Davao City (ID No. 2020-06/Goods)
- B) Other matters

39 **II. Highlight of the meeting**

Objectives of the Pre-bid Meeting:	<p>a) To clarify and address the bidders' questions to adequately prepare bids for the project particularly on the terms & conditions on the bidding documents and other aspects of the project</p> <p>b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.</p>
Venue:	via Google link: https://meet.google.com/bjc-dnbk-zgv?authuser=0&hl=en .
Date:	September 25, 2020
Approved Budget for the Contract	amounting to Five Million Two Hundred Sixty Thousand pesos (PhP 5,260,000.00).
Location:	USeP- Obrero Campus, Davao City

40 Preliminaries:

41 Dr. Garcia discussed on the importance of the pre-bid conference, He reiterated that it is
 42 important that responsible and knowledgeable officials shall attend the conference. The persons
 43 who actually formulated the scope of work, plans and technical specifications for the project
 44 should be present and among those representing the Procuring Entity. Prospective bidders, on
 45 the other hand, should be encouraged to send representatives who are legally and technically
 46 knowledgeable The BAC Chair provided a brief background of the project & presented the
 47 summary of the proceedings is as follows:
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Topics/Issues	Comments/Decisions/ Instructions
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 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."
	I. During Bid Submission:

<p>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</p>	<p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s. b. Technical Documents <ol style="list-style-type: none"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and 9. Latest Audited Financial Statement (AFS) stamped received by the BIR 10. Joint Venture Agreement, if applicable
<p>Topics/Issues</p>	<p>Comments/Decisions/Instructions</p>
	<p>2nd Envelope – Financial Proposal I. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder 1. Income Tax Return</p>

	<p>2. VAT Returns</p> <p>3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice.</p> <p>III. After receipt of Notice of Award (NOA)</p> <p>1. Performance Security</p> <p>2. Contract</p>
<p>Sealing and Marking of Bids</p>	<p>(Showed an illustration)</p> <p>There are additional document required under the checklist, however, these documents submitted during the post-qualification process, when the bidder with the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined. The Audited Financial statement should be stamped “RECEIVED” by the BIR or its duly accredited and authorized institution.</p> <p>The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office.</p> <p>Computation of NFCC or CLC in accordance with ITB Clause 5.5</p> <p>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.</p>
<p>Post Qualification Documents</p>	<p>Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS</p>

Topics/Issues	Comments/Decisions/ Instructions
Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance 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 105,200.00 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 263,000.00 The bid should be accompanied with a bid security in the following amount:
Audited Financial statement	<ul style="list-style-type: none"> ▪ The audited financial statement should be stamped "RECEIVED" by the BIR or its duly accredited and authorized institution. ▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office. ▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section
VI Technical Specification	Discussed in detail the Technical Specification

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Topics/Issues	Comments/Decisions/ Instructions
Procurement Timeline	<ul style="list-style-type: none"> ▪ 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 October 09, 2020 (Friday) ▪ Cut-off time will be at 3:00 p.m. and Opening of bids shall immediately follow ▪ The venue will be at the USEP-Hostel, Obrero Campus, Davao City ▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.
Common Reasons for Disqualification	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission 2. Unsigned documents (when signature is required) 3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate) 4. Class A documents submitted are incomplete or expired 5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable) 6. SLCC (Amount, Period, Similarity) 7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB) 8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD

	(edited clause 3; additional clause 10) 9. NFCC/CLC is in the wrong envelope 10. Financial Proposal is not initialed in each and every page
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59 III. TWG Presentation:
60 Engr. Pabilona presented the details and scope of the Procurement of ICT Equipment
61 (Hardware & Software Services) for USeP-SDMD Obrero Campus, Davao City as
62 follows:

Item Nos	Unit	Item Description	Quantity
1	Unit	High Volume and Precision Document Scanner	4
2	Unit	<i>Android/Smart TV</i>	3
3	Unit	<i>Photocopying Machine (for Legal, A4 up to A3 Document Format)</i>	1
4	Unit	<i>3 in 1 Wireless/Duplex with ADF Printer</i>	1
5	Unit	<i>Firewall</i>	1
6	Unit	<i>Switch</i>	8
7	Unit	<i>Access Point Router</i>	11
8	Unit	<i>Server</i>	2
9		<i>Laptop</i>	4

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64 The TWG (Engr. Pabilona) noted that the bidder should specify the brand and model
65 of the product offered. They should also provide latest brochure of the product
66 offered. He emphasized that if possible, highlight the specification that satisfy the
67 specification stated in the bid document. Indicate the number of specification in
68 accordance with the technical specification in the bidding document.

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IV. Questions/Comments and Suggestions & Reply

Questions/Comments	Reply
1) Ms. Sabulao from Columbia asked the BAC with regards on the submission process of required documents for the contract.	Dr. Garcia answered that the BAC will refer to the checklist provided in the bidding documents and the BAC will also request additional documents for post-qualification for whoever considered as the lowest calculated and responsive bidder.
2) Ms. Sabulao also asked the BAC if it is ok to provide an updated Official Receipt of an expired mayor's permit during the opening of bids	Dr. Garcia replied that it is ok as long during the post-qualification, the bidder could provide the updated mayor's permit.
3) Ms. Sabulao suggested the the TWG (Engr. Pabilona) regarding the preparation of brochure should not be computer generated or edited because it should come from the manufacturer of the item.	Engr. Pabilona agreed on the suggestion of Ms.Sabulao.
4) Ms. Sabulao asked for clarification to end-user Dr. Reyes with regards to item number 9 which is Laptop if the operating system required is pro or home.	Dr. Reyes clarified that it should be pro. Ms. Sabulao asked the BAC if this contract is per item or lot. Ms. Estremos added that it is per item and the cost of bidding documents is ten thousand pesos (10,000.00).
5) Mr. Corpuz from Trey-D enterprise asked the BAC with regards to the brochure details.	Engr. Pabilona answered that they could have their computer generated brochure but at the same time as what Ms. Sabulao suggested, the bidder should still attach the original brochure from the manufacturer.
6) Mr. Corpuz also asked the BAC about the SLCC of this project.	Dr. Garcia replied that it must be at least fifty percent (50%) of the ABC to be bid and it should be related to ICT equipment.
7) Ms. Sabulao asked the BAC if they could provide more than the required software subscription of the firewall then is it possible that the contract for the item will be awarded to them.	Dr. Reyes informed the bidders with regards to the item number 5 of the project which is firewall that it is an appliance type and it have a licensed software with at least 1 year subscription.

	Engr. Pabilona answered that the BAC would still prioritize the lowest calculated bid so if the BAC found out that they are also responsive to the item to be bid then it will be awarded to the bidder.
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V. Adjournment:

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With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 4:30 PM.

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Prepared by:

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OLIVIA D. ESTREMOS

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BAC Secretariat Head

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Approved by:

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REYNILO D. GARCIA

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Chairman, BAC