



University of Southeastern Philippines  
*Bids and Awards Committee*

**Minutes of the Meeting (Pre-Bid Conference)  
for the Project: Procurement of Netbook Units with**

Contract No. 2020-02/Goods

July 24, 2020 at 2:00 PM

Venue: USEP Hostel (Dining Hall), Obrero Campus, Davao City

**I. Attendance:**

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Prof. Rioliza Molina	-	BAC Member
Dr. Danilo Galarion	-	BAC Member
Ms. Rhinna M. Saan	-	BAC Member (Alternate) RMD Director/End-user

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Emmelie L. Embat	-	BAC Secretariat
Ms. April P. Cimafranca	-	BAC Secretariat
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff

TWG:

Engr. Ariel Pabilona	-	TWG ICT/IT Equipment
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Bidders:

Mr. Herbert H. Hoonijas	-	Emcor
Mr. Arnold Ceasar Dela Cruz	-	Emcor
Ms. Mercedita L. Layson	-	Data World
Ms. Mylene M. Sabulao	-	Columbia Computer Center
Mr. Frederick John M. Garcia	-	Handlink Inc.
Mr. Ramil I. Coquilla	-	Dwinar

46 II. Call to Order

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48 III. The quorum was confirmed by the BAC Secretariat (Ms. Olivia D. Estremos);  
49 thus, the meeting was called to order at 2:00 o'clock in the afternoon by the  
50 BAC Chair Dr. Reynilo D. Garcia.

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52 IV. **Packaging (Sealing and Marking of Bids)**

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54 Dr. Garcia discussed on the importance of the pre-bid conference, He reiterated that it is  
55 important that responsible and knowledgeable officials shall attend the conference. The  
56 persons who actually formulated the scope of work, plans and technical specifications for  
57 the project should be present and among those representing the Procuring Entity.  
58 Prospective bidders, on the other hand, should be encouraged to send representatives who  
59 are legally and technically knowledgeable about the requirements of the procurement at  
60 hand. It is also important that the prospective bidders are given ample time to review the  
61 bidding documents prior to the pre-bid conference. Dr. Garcia presented the following  
62 details of Bidding Process and Requirements:

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64 **Approved Budget for the Contract**

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66 • The Approved Budget for the Contract or ABC for this project is PhP 8,750,000.00  
67 Location: USEP- Obrero Campus

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69 • Contract Duration: 30 calendar days

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71 **Eligibility Requirements**

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

74 • All submitted documents, including copy 1 and 2 should be duly authenticated or  
75 stamped as "Certified True Copy from the Original" by the company head otherwise  
76 the bidder will be automatically disqualified. It would also be advisable if the bidder  
77 will bring the original copies of the documents submitted;

78 • Likewise, any missing documents as required in the checklist is a ground for rejection  
79 of the bid;

80 • Bidders Responsibilities 6.2 (f) "Ensuring that each of the documents submitted in  
81 satisfaction of the bidding requirements is an authentic copy of the original,  
82 complete and all statements and information provided therein are true and  
83 correct."

84 **PhilGEPS Certificate of Registration and Membership**

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

87 a) *Registration Certificate;*

88 b) *Mayor's/Business Permit or its Equivalent Document;*

89 c) *Tax Clearance;*

- 90 d) *Audited Financial Statements.*  
91 ▪ *For foreign bidders participating in the procurement by a Philippine Foreign*  
92 *Service Office or Post, they shall submit their eligibility documents under Section*  
93 *23.1, 2016 IRR of RA 9184.*  
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95 **Goods Class A Documents**


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97 ▪ . DTI/SEC  
98 ▪ 2. Mayor’s permit or equivalent document for Exclusive Economic Zones or  
99 Areas  
100 ▪ 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and  
101 approved by the BIR.  
102 ▪ 4. Statement of ongoing contracts.  
103 ▪ 5. Statement of SLCC (Single Largest Completed Contract)  
104 ▪ 6. Audited financial statement  
105 ▪ 7. NFCC  
106 ▪ 8. Mayors Permit  
107 ▪ Mayors Permit allows an entity to legally perform the requirements and obligations  
108 of the project and the resultant contract.  
109 ▪ Recently expired Mayor’s/Business permit shall be accepted together with the  
110 official receipt as proof that the bidder has applied for renewal within the period  
111 prescribed by the concerned local government unit: Provided, that the renewed  
112 permit shall be submitted as a post-qualification requirement in accordance with  
113 Sec. 34.2 of the 2016 IRR of RA 9184  
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115 ▪ The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility  
116 check/screening;  
117 ▪ The bid should be accompanied with a bid security in the following amount:  
118 ➤ if the bid security is in cash, cashier’s check/manager’s check, bank  
119 draft/guarantee or irrevocable letter of credit, the amount should be 2% of  
120 the ABC or in an equivalent amount of **PhP 175,000.00**  
121 ➤ if the bid security is in the form of a Surety Bond, it should be 5% of the  
122 ABC or in an equivalent amount of **PhP 437,500.00**  
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124 ▪ And if it is a combination of the foregoing, it should be proportionate to share of  
125 form with respect to total amount of security.  
126 ▪ The bidder may also opt to submit a Bid Securing Declaration  
127 ▪ The validity period of the bid security should be 120 days from the date of opening  
128 of bids.  
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130 ▪ There are additional document required under the checklist, however, these  
131 documents submitted during the post-qualification process, when the bidder with  
132 the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been  
133 determined.

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- 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


### 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 diagram illustrates the required components for a bid, organized into six separate folders. The folders are arranged in two rows of three. The top row contains three folders labeled 'Eligibility /Technical Req. Original', 'Eligibility /Technical Req. Copy 1', and 'Eligibility /Technical Req. Copy 2'. The bottom row contains three folders labeled 'Financial Original', 'Financial Copy 1', and 'Financial Copy 2'. A small teal box with the number '12' is located in the bottom right corner of the slide.

- 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.



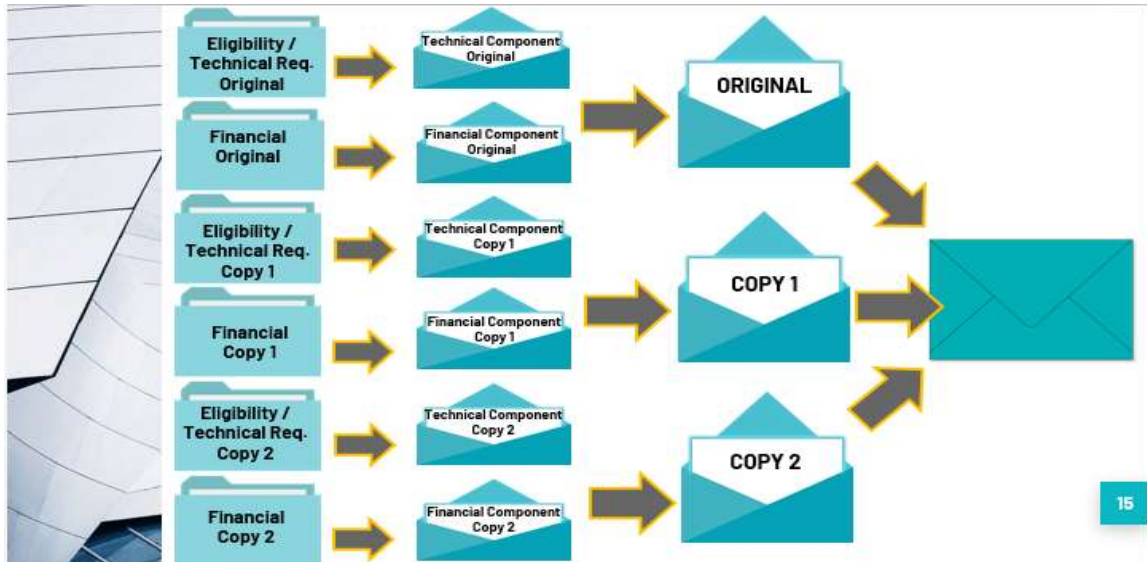
The image shows a blue folder with a checklist on the cover. The checklist includes the following items: 'BIDDER INFORMATION', 'Eligibility and Assets Certificate', 'UNIVERSITY OF THE EASTERN PHILIPPINES', 'Office, Campus, Home City', 'Name of Contract', and 'Bidding Documents'. The folder is labeled 'COPY NO.1 - TECHNICAL PROPOSAL'. A small teal box with the number '13' is located in the bottom right corner of the slide.

- 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

**TECHNICAL COMPONENT**

**FINANCIAL COMPONENT**

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**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 **August 7, 2020 (Friday)**
- Cut-off time will be at **2:00 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.**

Dr. Garcia also presented the content details of Bidding Documents and other relevant requirements as follows:

- Invitation to Bid
- Bid Data Sheet
- Special Conditions of Contract
- Bidding form
  - Statement of all On-going Government & Private Contracts
  - Single Largest Completed Contract Similar to Contract to be Bid

- 224 - Certificate of Acceptance
- 225 - Section VI. Schedule of Requirements
- 226 - Technical Specifications
- 227 - Financial Documents for Eligibility Check
- 228 - Contract Agreement Form
- 229 - Omnibus Sworn Statement
- 230 - Bank Guarantee for Advance Payment
- 231 - Bid Securing Declaration
- 232 - Performance Securing Declaration Form
- 233 - Certificate from Insurance Commission
- 234 • Bidding Checklist

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**A. Deadline for Submission and Opening of Bids**

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Dr. Garcia announced that the schedule for the deadline of submission and opening of bids is scheduled on **7th of August, 2020**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **2:00 PM**, opening shall shortly follow.

The venue will be at the USEP Hostel Dining Hall. Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.

**B. TWG Presentation:**

The Technical Working Group (Engr. Pabilona) presented the detailed specifications of the Netbook Units as follows:

Item Number	Description	Quantity	Total	Delivered, Calendar Days
	<b>Procurement of Netbook Units</b>			<b>30 CD</b>
<b>1.</b>	<b>NETBOOK</b>	<b>500</b>	<b>500 units</b>	
	<b>Hard Drive Capacity: 500 GB, SSD</b> <b>RAM Size : 4 GB</b> <b>Screen Size : 11.6" to 14"</b> <b>Processor : Intel Processor, at least dual core/core 2, minimum of 2 GHZ</b> <b>Display Resolution : 1366 x 768</b>			

	<b>Operating System : Windows 10</b>			
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### **C. Comments and Suggestions**

Supplier from Handlink Inc. addressed his concerned regarding with the delivery period of the items requested that it is impossible to deliver the netbooks within 30 calendar days due to Pandemic. He also asked if they could have a delivery extension for this project. Ms. Saan replied through online that it could be up to 45 to 60 calendar days. Dr. Garcia added that the BAC will discussed about that matter and will issue a Supplemental Bid Bulletin.

Another bidder from Columbia Computer Center (Ms. Mylene Cabulao) question if the BAC still required to stamp “Certified true copy per documents despite of having an OSS code for each documents to be submitted “, the BAC Secretariat responded that it is still required as part of the eligibility requirements. Ms. Cabulao added that the brochure should be included in the submission of bidding documents. TWG Engr. Pabilona replied that it is not mandatory to submit a brochure of an item but it is much better to have a brochure of an item. Dr. Garcia added that the BAC will issue a Supplemental Bid Bulletin for that concern.

Ms. Layson from Data World suggested that Brochure and Certificate of Compliance should be Mandatory on the submission of bids so that the quality of the products will assure us that it is in compliance. Ms. Cabulao also pointed out that it is stated on the bidding document of this project on Statement of Compliance under the Technical Specification.

Ms. Cabulao describes that the budget for this project is only applicable on Celeron netbook units and according to Ms. Cabulao Celeron is not a good quality device for the students which was agreed by other suppliers attended in the meeting. Ms Cabulao suggested that if the End user wants a better quality of netbook units that Celeron, she asked if the End-user could reduce the quantity of the project so that the budget will be utilized on procuring more quality of netbook units. Ms. Saan replied through online that the budget is already approved by the board so it is very difficult to reduce the quantity of the project.

Dr. Garcia asked the suppliers attended the pre-bid conference if the cost on the netbook units varied to its warranty and the suppliers replied “yes”. TWG Engr. Pabilona inform the suppliers that additional and changes of specs will also include in the issuance of Supplemental Bid Bulletin.

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**D. Adjournment:**

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:30 PM.

Prepared by:

  
OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:

  
REYNILO D. GARCIA  
Chairman, BAC