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4 **University of Southeastern Philippines**
5 *Bids and Awards Committee*
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8 **Minutes Bid -Evaluation Conference**
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10 Project: **Procurement of Various Titles of Books**

11 **Obrero Campus, Davao City**

12 Contract No. 2020-13/Goods

13 December 18, 2020 at 3:00 PM

14 Venue: Via Google Meet

15 Obrero Campus, Davao City

16 ABC: PhP. 6,246,530.00
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19 **Present were:**

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21 Bids and Award Committee:

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23 Dr. Reynaldo M. Nogodula - Vice Chairperson
24 Asso. Prof. Rioliza B. Molina - Member
25 Dr. Jose Alther M. Rivera - Member
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28 BAC Secretariat/Staff:

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30 Ms. Olivia D. Estremos - BAC Secretariat Head
31 Ms. Melanie C. Pagkaliwagan - BAC Secretariat
32 Mr. Alfred B. Torre - BAC Staff
33 Mr. Rico Tinaco - BAC Staff
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36 TWG/End-user:

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38 Ms. Gresiel Ferrando - TWG Books
39 Ms. April Mae Delola - ULRC Staff
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Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Nogodula called the meeting to order with two (2) BAC members attended at 3:00 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat, End-users and TWG.

A. Rationale

Dr. Nogodula (BAC Chair) mentioned that the purpose of bid evaluation is to determine the Lowest Calculated Bid (LCB). (IRR-A Section 32.1) This is done by:

1. Establishing the correct calculated prices of the bids, through a detailed evaluation of the financial component of the bids; and
2. Ranking of the total bid process as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the LCB.

B. Presentation

The technical working group (TWG) for Books Ms. Gresiel Ferrando presented the Bid Evaluation Report for the Procurement of Various Titles of Books. She presented findings of the documentary requirements evaluation of the bidder (Belview Co., Inc.) also attached are the following requirements findings/comments:

1. Eligibility Envelope
 - 1.1. Certificate of PHILGEPS Registration Complying Platinum Membership valid until June 24, 2021.
 - 1.2 DTI Business Name Registration or SEC Registration Complying Submitted a copy of CERTIFICATE OF FILING OF AMENDED ARTICLES OF INCORPORATION referencing their S.E.C. Registration no : CS200314261
 - 1.3 Business Permit/ Mayor's Permit Complying Submitted a copy of MAYOR'S PERMIT issued by City of Davao, valid until December 31, 2020
 - 1.4 Tax Identification Number Complying Submitted Tax Clearance Certificate issued on January 8, 2020 with Tax Identification Number 225-017-175-000 and TCC NO. 07B-041-01-08-R0017-2020. Verified from the Released Tax Clearance of BIR. (<http://www.bir.gov.ph>)
 - 1.5 Statement of Non-Blacklisted Complying Stated in OMNIBUS SWORN STATEMENT dated December 3, 2020 (3).
 - 1.6 Affidavit of No-Relations Complying Stated in OMNIBUS SWORN STATEMENT dated December 3, 2020 (6).
 - 1.7 Valid joint venture agreement Complying Not Applicable
 - 1.8 Authorizing BAC to verify statements Complying Stated in OMNIBUS SWORN STATEMENT dated December 3, 2020 (5).
 - 1.9 Oath of Authenticity Complying Stated in OMNIBUS SWORN STATEMENT dated December 3, 2020 (4).
 - 1.10 Articles or Partnership of Incorporation Complying Submitted AMENDED ARTICLE OF INCORPORATION.

- 98 1.11 On-going and awarded contracts Complying Submitted Notice of Award
99 issued by UP Los Banos amounting to Php 244,211.00, Mindoro State College
100 of Agriculture and Technology (4 projects) amounting to Php 3,785,057.00;
101 906, 523.00; 417,499.99; 75,155.00. University of Southeastern Philippines
102 Bids and Awards Committee Address: University of Southeastern Philippines
103 WE BUILD DREAMS WITHOUT LIMITS Iñigo St., Bo. Obrero, Davao City
104 Website: www.usep.edu.ph Philippines 8000. The scope of all projects is
105 Procurement of Various Titles of Books for ULRC of USEP, Obrero Campus,
106 Davao City.
- 107 1.12 Statement of Single Largest Completed Contract Similar to the Contract to be
108 bid within the last 5 years
109 Complying Submitted the single largest completed contract: Name of the
110 Contract: Various Books Lot No. 1-B19-075 of the
111 University UP amounting to Php 3,474,172.80.
- 112 1.13 Copies of end-user's acceptance letters for completed contracts Complying
113 Submitted Collection Receipt (CR) issued to University of the Philippines,
114 certificate of acceptance from the University
115 Library of the University of the Philippines stating that the delivery has
116 satisfactorily completed. The scope of the project is Procurement of Various
117 Titles of Books for ULRC of USEP, Obrero Campus, Davao City
- 118 1.14 Specification of whether or not the prospective bidder is a
119 manufacturer, supplier or distributor
120 Complying Stated in the Mayor's Permit that the bidder is an importer (for
121 wholesaler) and importer (for retailer) of books.
- 122 1.15 Audited financial statements Complying Submitted necessary documents.
- 123 1.16 NFCC or credit line or cash deposit certificate Complying NFCC =
124 112,639,570.00 Note : NFCC is above the university's total ABC.
- 125 2. Technical Envelope
- 126 2.1 Bid Security Complying Submitted Bid-Securing Declaration signed dated
127 December 3, 2020.
- 128 2.2 Authority of signatory Complying The supplier submitted all necessary
129 documents.
- 130 2.3 Production/Delivery Schedule Complying Submitted Production/Delivery
131 Schedule which specify 30 calendar days upon receipt of purchase order.
- 132 2.4 Manpower Schedule Complying Submitted number of personnel includes
133 logistics necessary for the implementation of the project.
- 134 2.5 After-sales service/parts, if applicable Complying Submitted After Sales
135 Services/warranty
- 136 2.6 Technical Specifications See Technical Specifications Evaluation Section
137 See Annex A.
- 138 2.7 Commitment to extend a credit line or cash deposit equivalent to
139 10% of the ABC Not Applicable NFCC is more than the ABC of the university
140 in this project.
- 141 2.8 Certification of Compliance with Labor Laws Complying Stated in OMNIBUS
142 SWORN STATEMENT dated December 3, 2020 (7). University of
143 Southeastern Philippines Bids and Awards Committee Address: University of
144 Southeastern Philippines WE BUILD DREAMS WITHOUT LIMITS Iñigo St.,
145 Bo. Obrero, Davao City Website: www.usep.edu.ph Philippines 8000
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147 She presented also the price of the lone bidder (Belview Co., inc.) & the amount of
148 bid as read & as corrected of
149 Bid as read: PhP 6,246,530.00
150 As corrected: Php 6,213,251.00

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152 **C. Comments and Suggestions:**
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154 Dr. Nogodula (BAC Vice Chair) informed the body that the BAC will issue a
155 Notice of Lowest Calculated Bid (NLCB) to the lowest bidder indicating the
156 suggestions given by the BAC Members in which the body agreed.
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159 **D. Adjournment:**
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161 With no further instructions from the BAC and clarifications from the body of the
162 Bid Evaluation Report was adjourned at 4:00 in the afternoon.
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166 **Prepared by:**
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170 **OLIVIA D. ESTREMOS**
171 BAC Secretariat Head
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174 **Approved by:**
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179 **REYNILO D. GARCIA**
180 BAC Chairman/Goods
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DOCUMENTATION/ATTENDANCE

University of Southeastern Philippines
Bids and Awards Commission

December 16, 2020

Dr. Reynold D. Garcia
Chairman, Bids and Awards Commission
This University

This has reference to the result of the opening of bids for **Procurement of Various Titles of Books for TLBC of USEP, Office Campus, Davao City of University of Southeastern Philippines** last November 16, 2020 at 2:22 pm conducted at the USEP Model. Based on the evaluation of technical specifications provided by the bidders, below are the findings and recommendations as part of the technical opening stage:

DOCUMENTARY REQUIREMENTS EVALUATION:

Bidder's Name: **Calamba Computer Center (Davao), Inc.**

REQUIREMENTS	STATUS	COMMENTS
1. Valid Tax Receipt	Complying	Properly submitted. Valid until Nov. 30, 2021
2. Certificate of SEC Registration	Complying	Properly submitted. Valid until Nov. 30, 2021
3. DTI Business Name Registration or SEC Registration	Complying	Properly submitted. Valid until Nov. 30, 2021
4. Business/Trade Name Permit	Complying	Properly submitted. Valid until Nov. 30, 2021
5. Tax Identification No. Permit	Complying	Properly submitted. Valid until Nov. 30, 2021
6. Affidavit of New Bidder	Complying	Properly submitted. Valid until Nov. 30, 2021
7. Affidavit of the Bidder	Complying	Properly submitted. Valid until Nov. 30, 2021
8. Bidder's Financial Statement	Complying	Properly submitted. Valid until Nov. 30, 2021
9. Bidder's Financial Statement	Complying	Properly submitted. Valid until Nov. 30, 2021

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BID EVALUATION-PROCUREMENT...

People (10)

IN CALL

- USEP BAC Chair (You)
- Alfred Torre
- April April
- April Mae Delola
- Gresiel Ferrando
- Gresiel Ferrando Presentation
- Jose Alther Rivera
- Melanie Pagkaliwagan
- Reynaldo Nogodula
- Rico Tinaco
- Rioliza Molina

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