



University of Southeastern Philippines
Bids and Awards Committee
Minutes Post-Qualification Evaluation

Project: Procurement of 500 Netbook Units
USEP Obrero Campus, Davao City
 Contract No. 2020-10/Goods
 September 23, 2020 at 3:30 P.M.
 Venue : Via Google meet (qcy-fdwt-ypq)
 Obrero Campus, Davao City
 ABC: 9,000,000.00

Present were:

Bids and Award Committee:

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

BAC Secretariat:

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

TWG:

Engr. Ariel Pabilona	-	TWG/ICT
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A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order with Four (4) BAC members attended at 3:30 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat Members, and TWG.

B. Reading of Minutes:

BAC Chairman Dr. Reynilo Garcia read the Minutes of the Bid Evaluation Meeting at the Usep Dormitory Conference Room. Minutes approved by Dr. Nogodula; then seconded by Dr. Rivera.

C. Business Matters:

Dr. Garcia informed the body regarding the rules and regulations and the following criteria of the Post-qualification under (IRR-A Section 34.2) of RA 9184:

52 1. Legal Requirements. The post-qualification process under this criterion involves the
 53 verification, validation and ascertaining of the supplier’s claim that it is not included in
 54 any government “blacklist,” as well as all the licenses, permits and other documents it
 55 submitted. The legal requirements refer to the Legal Documents submitted by the
 56 bidder as part of the eligibility requirements, e.g., SEC registration, DTI business name
 57 registration, Mayor’s permit, TIN, etc. The bidder’s status with regard to “blacklisting”
 58 may be verified by checking the Consolidated Blacklisting Report issued by the GPPB,
 59 or the “blacklist” of any government agency.

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 61 2. Technical Requirements. Post-qualification under this criterion means that the BAC
 62 would have to validate, verify, and ascertain the veracity of the documents submitted by
 63 a supplier to prove compliance of the goods and services offered with the requirements
 64 of the contract and bidding documents. This involves the following processes:

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- 66 a. Verification and validation of the bidder’s stated competence and experience;
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- 68 b. Verification and/or inspection and testing of the goods/products, after-sales and/or
 69 maintenance capabilities, in applicable cases; or inspection of the plant/factory of a
 70 manufacturer, to determine production capacity; and
- 71
- 72 c. Ascertainment of the authenticity and sufficiency of the Bid Security as to type,
 73 amount, form and wording, and validity period.
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75 3. Financial Requirements. Under this criterion, the BAC ought to verify, validate and
 76 ascertain the bid price proposal of the bidder and, whenever applicable, its computation
 77 of the NFCC, the required bank commitment to provide a credit line to the bidder, or
 78 the hold out on deposit status of the cash deposit certificate, in the amount specified and
 79 over the period stipulated in the ITB. This is to ensure that the bidder can sustain the
 80 operating cash flow of the transaction.

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 82 **D. Presentation**

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 84 **The Technical Working Group (TWG):**

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 86 Eng. Pabilona (TWG for ICT/IT Equipment) presented the the details of the Post-
 87 Qualification of 500 Net book units as follows:

88 Name of the Bidder		:	Masangkay Computer Center
89 Rank in the List of Bids		:	Second (2)
90 Bid Price		:	₱ 8, 999, 000.00
91 Period of Post-Qualification		:	September 23, 2020
92 REQUIREMENTS		PARTIES	FINDINGS
93 1. Eligibility Envelope		94 CONSULTED	
95 1.1	DTI Business Name Registration or SEC Registration	96 Verified from DTI website (https://bnrs. dti.gov.ph/we b/guest/searc h)	97 Complying. Submitted a copy of DTI Certificate valid from February 13, 2017 until February 13, 2022 with the certificate no. 04528373 .
98 1.2	Business Permit		99 Complying. Submitted a copy of MAYOR'S PERMIT issued by City of Davao, valid until December 31, 2020
100 1.3	Tax Identification Number	101 Verified from BIR Website (http://www. bir.gov.ph)	Complying. Submitted Tax Clearance Certificate issued on January 8, 2020 with Tax Identification Number 106-690-242-000 and TCC NO. 06- 031-01-08-R0046-2020 . Verified from the Released Tax Clearance of BIR.

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REQUIREMENTS	PARTIES CONSULTED	FINDINGS
1. Eligibility Envelope		
1.4	Statement of Non-Blacklisted	Complying. Stated in OMNIBUS SWORN STATEMENT (3) .
1.5	Affidavit of No-Relations	Complying. Stated in OMNIBUS SWORN STATEMENT (6) .
1.6	Valid joint venture agreement	Not Applicable Submitted No Valid Joint Venture.
1.7	Authorizing BAC to verify statements	Complying. The supplier submitted all necessary documents.
1.8	Oath of Authenticity	Complying. Stated in OMNIBUS SWORN STATEMENT (4) .
1.9	Articles or Partnership of Incorporation	Not Applicable. Stated in OMNIBUS SWORN STATEMENT (1) . Stated SOLE PROPRIETORSHIP .

REQUIREMENTS	PARTIES CONSULTED	FINDINGS
1. Eligibility Envelope		
1.10	On-going and awarded contracts	TBD (To be Determine) Specified five (5) government projects. Four (4) completed government projects and one (1) on-going. Submitted CTC of Notice of Award, Notice to Proceed and Contract Agreement. USEP On-going Contract (Procurement of Consolidated ICT Learning and Equipment; Amount= ₱ 25, 300, 808.50), Total Amount Delivered As of August 7, 2020 = ₱ 15, 180, 485.50 Completion = 40% As of September 3, 2020 Total Quantity to be Delivered=589 Total Quantity Delivered=459 Total Quantity Undelivered=130 Percentage of Undelivered=22.07% (Incoming items are still on transit)

REQUIREMENTS	PARTIES CONSULTED	FINDINGS
1. Eligibility Envelope		
1.11	Completed similar contracts	Complying Submitted CTC of Certification which indicates completion of the project under the Division of Pasig City. The project was completed on May 27, 2019.
1.12	Copies of end-user's acceptance letters for completed contracts	Complying. Submitted all necessary documents. The supplier submitted CTC of Check and Collection Receipt issued by their client as payment for the completed project.
1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor	Complying. Submitted all necessary documents. Kind of business is specified in the Mayor's permit.
1.14	Audited financial statements	Complying. The supplier submitted all necessary documents.
1.15	NFCC or credit line or cash deposit certificate	Complying. The supplier submitted all necessary documents. Amount of Net Financial Contracting Capacity is ₱ 2, 774, 566, 062.00

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REQUIREMENTS	PARTIES CONSULTED	FINDINGS
2. Technical Envelope		
2.1	Bid Security	Complying. The supplier submitted all necessary documents.
2.2	Authority of signatory	Complying. The supplier submitted all necessary documents. Authority of Signatory dated August 3, 2020 which allows Ms.Desiree L. Ordinario.
2.3	Production/Delivery Schedule	Complying. The supplier submitted all necessary documents. Delivery schedule is within 45 days as specified in Schedule of Requirements.
2.4	Manpower Schedule	Complying Submitted list of personnel with their work description.
2.5	After-sales service/parts, if applicable	Complying. The supplier submitted WARRANTY CERTIFICATE is also submitted which indicates 3 years warranty. Although, it is recommended that CERTIFICATION OF AFTER SALES SERVICE WARRANTY SUPPORT from the manufacturer (Lenovo) must be submitted. WARRANTY CERTIFICATE assures USEP that if ever there are concerns/issues about the units, they (USEP) has necessary document to present to validate the warranty of the concern item

REQUIREMENTS	PARTIES CONSULTED	FINDINGS
2. Technical Envelope		
2.6	Technical Specifications	Complying Submitted Technical Specification supported by the item brochure. Brand : Lenovo, Model : IdeaPad S145-141GM Processor : Intel Celeron N4100 (1.1-2.4 Ghz, quad core) - Complying Storage : 512 GB SSD - Complying Memory : 4 GB - Complying Screen Size : 14" - Complying Display Resolution : 1920 x 1080 - Complying Operating System : Windows 10 Home - Complying 3 years warranty: not specified year in brochure but issued warranty certificate. - Complying Free Bag: specified in Technical Specification not found in brochure. - Complying
	<ul style="list-style-type: none"> ▪ Processor : Intel Processor, at least Dual Core, min. of 2.0 Ghz ▪ Storage : Min. of 512 GB SSD ▪ Memory : Min. of 4 GB ▪ Screen Size : 11.6" to 14" ▪ Display Resolution : 1366 x 768 ▪ Operating System : at least Windows 10 Home ▪ 3 years warranty 	
	<ul style="list-style-type: none"> ▪ Free Bag 	

REQUIREMENTS	PARTIES CONSULTED	FINDINGS
2. Technical Envelope		
2.7	Commitment to extend a credit line or cash deposit equivalent to 10% of the ABC	Not Applicable. Submitted NFCC amounting to ₱ 2, 774, 566, 062.90 which is more than the ABC of the project.
2.8	Certification of Compliance with Labor Laws	Complying. Stated in OMNIBUS SWORN STATEMENT (7).

250 The BAC Chair suggested to the body to review and check all legal documents
251 related to the project. The presider informed the body that after the Post-qualification
252 evaluation, the BAC will prepare for a Resolution and Notice of Award with Lowest
253 Calculated and Responsive Bid.

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255 **F. Adjournment:**

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257 With no further instructions from the BAC and clarifications from the Bidders
258 and there being no other matters to be discussed, the meeting was adjourned at 4:00
259 p.m.

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263 Prepared by:

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267  **OLIVIA D. ESTREMOS**

268 **BAC Secretariat Head**

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271 Approved by:

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275  **REYNILO D. GARCIA**

276 **BAC Chairman/Goods**

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