



University of Southeastern Philippines
Bids and Awards Committee

MINUTES -BID EVALUATION

Project: **Procurement of Educational E-Resources**

USEP Obrero Campus, Davao City

Contract No. 2020-10/Goods

December 10, 2020 at 3:00 PM

Venue: Virtual online via google meet link:

<https://meet.google.com/vic-ecoz-otr?authuser=0>

Present:

Bids and Award Committee:

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

BAC Secretariat:

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

TWG and End-user:

Gressiel Ferrando	-	TWG/Books
Engr. Ariel Pabilona	-	TWG/ICT
Ms. April Delola	-	End-user/ULRC

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47 **A. Proceedings:**

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49 Upon declaration of a quorum, Dr. Reynaldo Nogodula, the Vice BAC Chair
50 president & called the meeting to order with five (5) BAC members attended at 2:00
51 o'clock in the afternoon. He also acknowledged to all BAC Members, Secretariat
52 Members, TWG, End-users who are present on the virtual conference meeting.
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54 The BAC Chair informed the body that the minutes of the opening of bids for
55 the said project was sent by the BAC Secretariat to their respective emails for review
56 and comments. He asked the motion to the BAC members to suspend the reading of the
57 previous minutes on the opening of bids for the *Procurement of Educational E-*
58 *Resources USEP Obrero Campus, Davao City* for further review and comments to be
59 sent back to the BAC Secretariat within 3 days after they have been checked and
60 reviewed. Dr. Rivera moved for the suspension of reading of minutes and seconded by
61 Prof. Molina.
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63 **B. Business Matters:**

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65 The Vice BAC Chair (Dr. Rey Nogodula) informed that the purpose of bid
66 evaluation is to determine the Lowest Calculated Bid (LCB). (IRR-A Section 32.1) This
67 is done by establishing the correct calculated prices of the bids, through a detailed
68 evaluation of the technical & financial components of the bidder (*LibTech Source*
69 *Philippines*).
70

71 **C. TWG Presentation:**

72 Ms. Gressiel Ferrando & Engr. Pabilona presented the result of the opening of Bids for
73 Supply and Delivery for the Procurement of Educational E-Resources for ULRC of
74 USEP, Obrero Campus last December 2, 2020 at 3:00 pm conducted via Google Meet.
75 Based on my evaluation of technical specifications provided by the bidders, below are
76 my findings and recommendations. Bidder's Name: Libtech Source Philippines, Inc.
77 for the requirements on the findings were all complying based on the attached reports from the
78 TWG, **For Technical Specification Evaluation** presented as follow:
79 Bidder's Name: **LIBTECH SOURCE PHILIPPINES INC.**

REQUIREMENTS		FINDINGS	COMMENTS
1. Eligibility Envelope			
1.1	DTI Business Name Registration or SEC Registration	Complying	Submitted a copy of SEC Registration no. CS201015461 with seal affixed on September 27, 2010.
1.2	Business Permit	Complying	Submitted a copy of BUSINESS PERMIT issued by City of Makati, valid until December 31, 2020 .
1.3	Tax Identification Number	Complying	Submitted Tax Clearance Certificate issued on February 12, 2020 with Tax Identification Number 007-882-768-000 and TCC NO. 13-081-02-12-R0115-2020
1.4	Statement of Non-Blacklisted	Complying	Stated in OMNIBUS SWORN STATEMENT dated November 24, 2020 (3).
1.5	Affidavit of No-Relations	Complying	Stated in OMNIBUS SWORN STATEMENT dated November 24, 2020 (6).
1.6	Valid joint venture agreement	Not Applicable	

1.7	Authorizing BAC to verify statements	Complying	Stated in OMNIBUS SWORN STATEMENT dated November 24, 2020 (5).
1.8	Oath of Authenticity	Complying	Stated in OMNIBUS SWORN STATEMENT dated November 24, 2020 (4).
1.9	Articles or Partnership of Incorporation	Not Applicable	
1.10	On-going and awarded contracts	Complying	Submitted documents such as official receipts (UP – Manila), P.O. and O.R. (Bangko Sentral ng Pilipinas), Notice to Proceed, P.O. and O.R. (Lungsod ng Makati), Notice to Proceed, P.O. and O.R. (UP Diliman), O.R. (UST), O.R. (De La Salle College of St. Benilde), P.O., O.R. (Liceo de Cagayan)
1.11	Completed similar contracts	Complying	Submitted all necessary documents such as Notice of Award, Purchase Order, Sales Invoice, Official Receipt of the National Library of the Philippines.
1.12	Copies of end-user's acceptance letters for completed contracts	Complying	Submitted all necessary documents such as Notice of Award, Purchase Order, Sales Invoice, Official Receipt of the National Library of the Philippines.
1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor	Complying	Stated in the Mayor's Permit that the bidder is a distributor of Books, Magazines, etc.
1.14	Audited financial statements	Complying	The supplier submitted all necessary documents. Stamped received by the BIR.
1.15	NFCC or credit line or cash deposit certificate	Complying	NFCC = 167, 691, 909.66. Note : NFCC is above the university's total ABC.
2. Technical Envelope			
2.1	Bid Security	Complying	Submitted Bid-Securing Declaration signed dated November 24, 2020.
2.2	Authority of signatory	Complying	The supplier submitted all necessary documents such as Secretary Certificate signed by the Corporate Secretary (LibTech) Ms. Leah Sembrano-Bundalian.
2.3	Production/Delivery Schedule	Complying	Submitted Schedule of Requirements which specify 60 calendar days upon receipt of purchase order.
2.4	Manpower Schedule	Complying	Submitted Certificate Issued by Proquest signed by its Regional Sales Manager, SE Asia Mr. Andrew Ding, dated November 24, 2020.
2.5	After-sales service/parts, if applicable	Complying	After sales technical support is specified in Schedule of Requirements.
2.6	Technical Specifications	See Technical Specifications Evaluation Section	
2.7	Commitment to extend a credit line or cash deposit equivalent to 10% of the ABC	Not Applicable	NFCC is more than the ABC of the university in this project.
2.8	Certification of Compliance with Labor Laws	Complying	Stated in OMNIBUS SWORN STATEMENT dated November 24, 2020 (7).

Bidder's Name: **LIBTECH SOURCE PHILIPPINES INC.**

DESCRIPTION/SPECIFICATIONS		BIDDER'S OFFER	FINDINGS
1. Educational Resources		PROQUEST CENTRAL	For Verification
	1. Multi-disciplinary, full-text database.	1. For Verification	Provide detailed Subscription Contract which contain information on the use, reproduction, training, and
	2. At least 1, 000 full-text scholarly journals	2. For Verification	
	3. At least 150, 000 multi-disciplinary ebooks from reputable publishers.	3. For Verification	
		4. For Verification	

E. Adjournment:

With no further instructions from the BAC and clarifications from the body of the Bid Evaluation Report was adjourned at 3:55 in the afternoon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

REYNILO D. GARCIA
Chairman, BAC/Goods

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ATTENDANCE:

BID EVALUATION-Procurement o...

People (12) Chat

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IN CALL

Name	Audio	Video
USEP BAC Chair (You)	On	On
Alfred Torre	On	On
Alfred Torre	On	On
April April	On	On
Emmele Embat	On	On
Jose Alther Rivera	On	On
NVM NVM	On	On
Reynaldo Nogodula	On	On

People (8) Chat

Add people Host controls

IN CALL

Name	Audio	Video
USEP BAC Chair (You)	On	On
April April	On	On
ariel pabilona	On	On
Emmele Embat	On	On
Melanie Pagkiliwagan	On	On
NVM NVM	On	On
Reynaldo Nogodula	On	On
Rhina Saan	On	On

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BID EVALUATION-PROCUREMENT

People (8) Chat

Add people Host controls

IN CALL

Name	Audio	Video
USEP BAC Chair (You)	On	On
April April	On	On
April Mae Delola	On	On
Emmele Embat	On	On
Melanie Pagkiliwagan	On	On
NVM NVM	On	On
Reynaldo Nogodula	On	On
Rhina Saan	On	On

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