



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. Emelle Embat	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

TWG/ICU:

Dr. Edeliza S. Gonzales	-	TWG for Clerical Services
Dr. Jocel Ripdos	-	TWG for Clerical Services
Ms. Emalyn Bañanola	-	ICU Head

Bidder:

Ms. Dexie Calibara	-	LSERV Corp.
Mr. Francis Glenn Soriano	-	LSERV Corp.

II. Call to Order

The BAC Chair called the meeting to order after determining that there is a quorum at 2:00 o'clock in the afternoon.

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AGENDA:	
a) Pre-bid Conference for the Procurement of 41 Clerical Services for FY 2020-2021, USEP- Obrero & Mintal Campus Contract No. 2020-05/Goods	
b) Other matters	

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II. Highlight of the meeting

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> 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 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.
Venue:	via Google link: <u>Via Goggle Meet (bjc-dnbk-zgv)</u>
Date:	September 25, 2020
Approved Budget for the Contract	amounting to Six Million Three Hundred Eighty Two Thousand Fifty One pesos 80/100 (PhP 6,382,051.80).
Location:	- USEP- Obrero and Mintal

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The BAC Chair provided a brief background of the project & presented the summary of the proceedings is as follows:

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.”

<p>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</p>	<p>I. During Bid Submission:</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
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Topics/Issues	Comments/Decisions/ Instructions
	2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> 1. Income Tax Return 2. VAT Returns 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. III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> 1. Performance Security 2. Contract
Sealing and Marking of Bids	Showed an illustration <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.
Post Qualification Documents	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
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 127,641.036. 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 319,102.59

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	<ul style="list-style-type: none"> ▪ And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. ▪ The bidder may also opt to submit a Bid Securing Declaration ▪ The validity period of the bid security should be 120 days from the date of opening of bids.
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"> ▪ The deadline for submission of bids is on October 09, 2020 (Friday) ▪ Cut-off time will be at 1:15 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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 61 members/BAC Secretariat/TWG:
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Questions	Reply/Comments
1) Ms. Calibara also asked regarding on the part of post-qualification if they still need to submit Certificate of Compliance and Occupational Safety and Health Standards because it was suspended by DOLE since 2017	Ms. Pagkaliwagan answered that this is part of post-qualification and they will just sent notice of post-qualification together with the other necessary requirements for further evaluation
2) Ms. Calibara asked the BAC if they need submit a latest Certificate of no pending case issued by NLRC	Ms. Pagkaliwagan answered that usually the BAC will need certificate issued within the last six months
3) Ms. Calibara informed the BAC with regards to the number of Clerks deployed in USEP which is 45 versus the current contract which is only 41	Ms. Pagliwagan replied that based on the data presented, USEP has only have 41 clerks and it is on the provision if anytime should there be a need USEP could increase the number of clerks.
4) Dr. Gonzales asked the Bidder if they submit the list of those 45 clerks	It was noted by Ms. Calibara (LSERV representative)
5) Ms. Calibara asked the BAC with regards to technical parameters presented by Ms. Pagkaliwagan if what kind of document they should submit for the Good Citizenship Record.	Ms. Pagkaliwagan answered that the BAC could refer it to documents related with the significant agencies like DOLE and NLRC which serve as a proof that the company does not have pending cases or adjudge guilty within the last two years
6) Ms. Calibara asked another clarification from the BAC with regards to the Equivalent Monthly Rate (EMR) which should be 261 days instead of 257 days base on the existing divisor.	Ms. Pagkaliwagan answered that the BAC was just referred to the computation suggested by the State Auditor. Ms. Pagkaliwagan also added that the BAC will issue Bid Bulletin to resolve that problem

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III. Adjournment:

Dr. Reynaldo Nogodula moved for the adjournment of pre-bid meeting and seconded by Prof. Molina. With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:00 PM.

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77 BAC Secretariat Head

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83 **REYNILO D. GARCIA**

84 Chairman, BAC

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