



University of Southeastern Philippines  
*Bids and Awards Committee*

**Minutes Pre-Bid Conference**

**Project: Procurement of Documents Tracking System**

Contract No. 2018-33/Goods

November 16, 2018 at 03:00 pm

Venue: USeP Dormitory Conference Room,

Obrero Campus, Davao City

ABC: PhP. 1,500,000.00

**Present:**

**Bids and Award Committee:**

Dr. Marlyn D. Biton	-	Chairperson
Dr. Emilia P. Pacoy	-	Member
Dr. Maychalle Nugas	-	Member
Dr. Reynilo D. Garcia	-	Member

**BAC Secretariat:**

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta D. Macarayo	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Emmele L. Embat	-	Member

**BAC Staff:**

Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Mr. Alfred B. Torre	-	BAC Staff

**Procurement unit:**

Ms. Nora De la Viña	-	Procurement Head
Ms. Ma. Charlot A. Tinaco	-	Procurement staff

**TWG:**

Mr. Ariel Pabilona	-	TWG/ICT
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**Observer:**

Ms. Pier Lolia Sy	-	Observer/COA
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53 Bidder:  
54 Mr. Cloyd Cunanan - CIO/Goldenrey Inc.  
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56 **A. Proceedings:**

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58 Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order  
59 with three (3) BAC members attended at 3:00 o'clock in the afternoon. She also  
60 acknowledged the presence BAC Secretariat Members, TWG and the end-users.

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62 **B. Reading of Minutes**

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64 Dr. Biton read the minutes of the previous meeting Pre procurement conference for  
65 the Procurement of Documents Tracking System. Dr. Pacoy moved for the approval of  
66 minutes and seconded by Dr. Nugas.

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68 **C. Rationale :**

69 BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid  
70 conference for the project with an Approved Budget for the Contract (ABC) of  
71 PhP 1,500,000.00.

72  
73 Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it  
74 is important that responsible and knowledgeable officials shall attend the conference.  
75 The persons who actually formulated the scope of work, plans and technical  
76 specifications for the project should be present and among those representing the  
77 Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send  
78 representatives who are legally and technically knowledgeable about the requirements  
79 of the procurement at hand. It is also important that the prospective bidders are given  
80 ample time to review the bidding documents prior to the pre-bid conference.

81  
82 **D. PACKAGING (SEALING AND MARKING OF BIDS)**

83  
84 Dr. Biton informed the bidders regarding the Eligibility Requirements:

85  
86 The eligibility requirements or checklist can be found in the bidding documents that the  
87 bidder purchased. All submitted documents, including *copy 1 and 2 should be duly*  
88 *authenticated or stamped as "Certified True Copy from the Original" by the company*  
89 *head otherwise the bidder will be automatically disqualified.* It would also be  
90 advisable if the bidder will bring the original copies of the documents submitted.  
91 Likewise, any missing documents as required in the checklist is a ground for rejection  
92 of the bid

93 **Bidders Responsibilities 6.2(f)**

94  
95 *"ensuring that each of the documents submitted in satisfaction of the bidding*  
96 *requirements is an authentic copy of the original, complete and all statements and*  
97 *information provided therein are true and correct"*  
98

99 2 | Page Pre-Pre-bid Conference (2018-33/ Goods)  
100

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102  
103 Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding  
104 documents must be in a manner that the Technical Component of the Bid (First  
105 Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged  
106 according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned  
107 documents must be secured in a sealed envelope marked "TECHNICAL  
108 COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL  
109 COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one  
110 sealed envelope marked "ORIGINAL COPY".

111  
112 Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall  
113 each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST  
114 ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in  
115 another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST  
116 ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also  
117 in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL  
118 COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed  
119 envelopes must be packaged in one sealed mother envelope/package

### 120 *Philgeps Certificate of Registration and Membership*

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122 Section 8.5.2 - All bidders shall upload and maintain in PhilGEPs a current and  
123 updated file of the following Class "A" eligibility documents under Sections 23.1(a)  
124 and 24.1(a):

125 Registration Certificate;  
126 Mayor's/Business Permit or its Equivalent Document;  
127 Tax Clearance;

### 128 *Audited Financial Statements.*

129  
130 For foreign bidders participating in the procurement by a Philippine Foreign Service  
131 Office or Post, they shall submit their eligibility documents under Section 23.1, 2016  
132 IRR of RA 9184.

### 134 *E. Eligibility Requirement for Infra under:*

#### 136 *Class A Documents*

- 137  
138 1. DTI/SEC/Cooperative Development Authority (CDA) Registration  
139 2. Mayor's permit *or equivalent document for Exclusive Economic Zones or*  
140 *Areas*  
141 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and  
142 approved by the BIR.  
143  
144 4. Statement of ongoing contracts.  
145 5. Statement of SLCC (*Single Largest Completed Contract*)  
146 6. NFCC\*

151  
152 Mayor's Permit allows an entity to legally perform the requirements and obligations  
153 of the project and the resultant contract.  
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155 Recently expired Mayor's/Business permit shall be accepted together with the official  
156 receipt as proof that the bidder has applied for renewal within the period prescribed by  
157 the concerned local government unit: Provided, that the renewed permit shall be  
158 submitted as a post-qualification requirement in accordance with Sec. 34.2 of the  
159 2016 IRR of RA 9184  
160

161 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility  
162 check/screening. The bid should be accompanied with a bid security in the following  
163 amount: if the bid security is in cash, cashier's check/manager's check, bank  
164 draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or  
165 in an equivalent amount of **PhP 30,000.00**, if the bid security is in the form of a Surety  
166 Bond, it should be **5% of the ABC** or in an equivalent amount of **PhP 75,000.00**  
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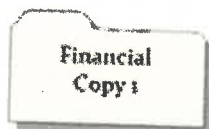
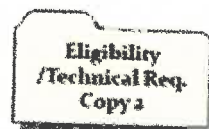
168 And if it is a combination of the foregoing, it should be proportionate to share of form  
169 with respect to total amount of security. The bidder may also opt to submit a Bid  
170 Securing Declaration. The validity period of the bid security should be 120 days from  
171 the date of opening of bids.

172 There are additional documents required under the checklist, however, these documents  
173 can be submitted during the post-qualification process, when the bidder with the  
174 "LOWEST CALCULATED AND RESPONSIVE" Bid had already been determined.  
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## 176 **SEALING AND MARKING OF BIDS**

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- 178 • The bidder shall submit **three copies** of their  
179 eligibility, technical and financial documents – the  
180 original, copy 1 and copy 2 in separate folders.  
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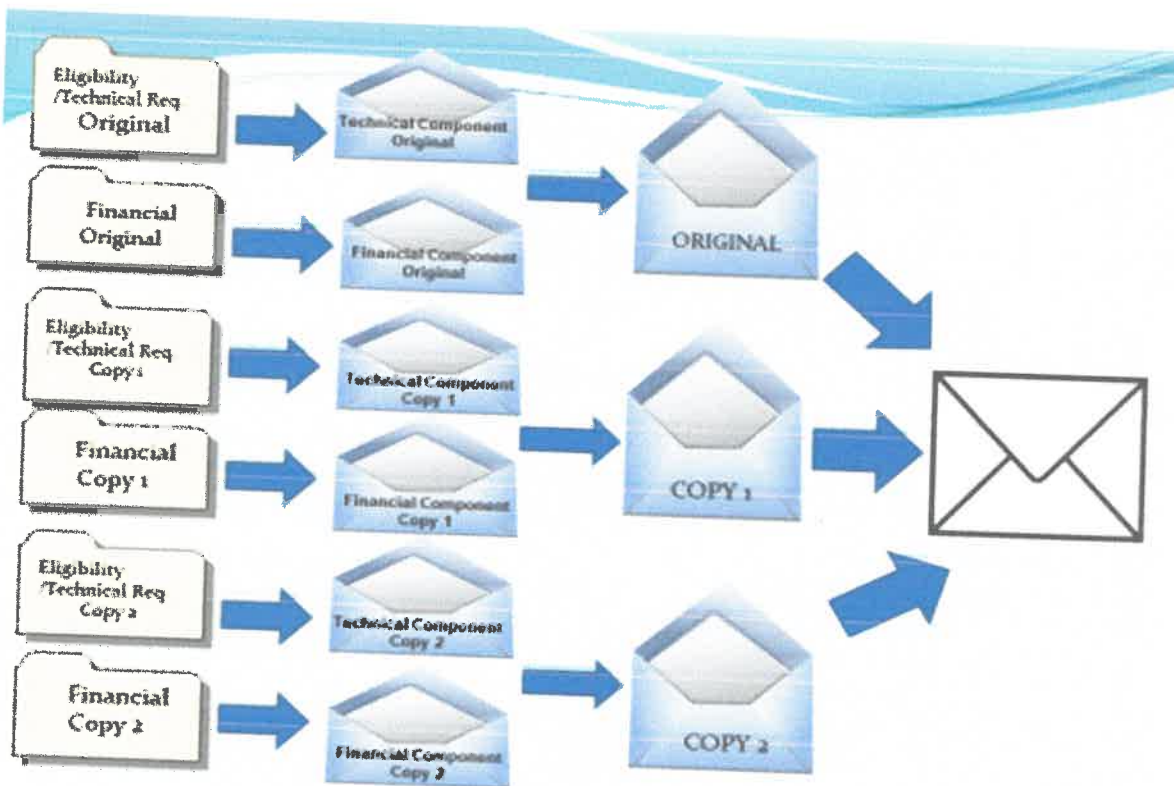


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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



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.



251  
252 *All envelopes shall :*  
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- 254 **Contain the name of the contract to be bid in capital letters;**  
255 **Bear the name and address of the Bidder in capital letters;**  
256 **Should be addressed to the Procuring Entity's BAC in accordance with ITB**  
257 **Clause 1.1;**  
258 **Bear the specific identification of the bidding process indicated in ITB Clause 1.2**  
259 **and**  
260 **Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the**  
261 **opening of bids", in accordance with ITB Clause 21.**

262  
263 If bids are not properly marked and sealed as required, the Procuring Entity will assume  
264 no responsibility for the misplacement or premature opening of the bid. Moreover,  
265 failure to comply with the required sealing and marking of bids shall be a ground for  
266 disqualification.

267 **F. *Deadline for Submission and Opening of Bids***  
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269 Dr. Biton announced that the schedule for the deadline of submission and opening of  
270 bids is scheduled on **03<sup>rd</sup> of December, 2018**. The sealed bids must be submitted to  
271 the BAC Secretariat on or before the set time at **1:00 o'clock in the afternoon**, opening  
272 shall shortly follow.  
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274  
275 **G. TWG Presentation**  
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277 Prof. Ariel Pabilona (TWG/ICT) presented the technical specifications of the  
278 procurement of document tracking system as follows:  
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280	<b>DOCUMENT TRACKING SYSTEM (DTS)</b>
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284	Description: a computer software/application designed in such a manner that the
285	University will have a real-time watch over the movement of various important
286	documents in the process of decision-making whether received or submitted at
287	different levels.
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290	<b><i>Minimum Software/Specification:</i></b>
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293	1. Document/Transaction Setup
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295	2. Document Input/Output
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297	3. Document scanning capabilities
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3. Document scanning capabilities
4. Document Indexing
5. Document Search
6. Cross-Flat Form and Interoperability
7. Web Interface and Access
8. Security Access
9. Audit trail
10. Archiving
<b>Inclusions:</b>
1. User Manual
2. Technical Documentation
2.1. Database Structure
2.2. Installation Procedure
2.3. Application Software
3. Application Source Code
4. Warranty Requirements:
4.1. Free Technical Support (2 years)
5. Installation, deployment and user orientation

**H. Comments and Suggestions**

*Dr. Biton asked the body for some comments & suggestions:*

*Bidder from the Goldenrey, Inc asked the TWG (Ariel Pabilona) if the proposed documents tracking system is subscription or perpetual?*


*Prof. Ariel responded it is perpetual or no renewal, he commented that it is beneficial or advantageous in the University for Onetime Payment.*

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**I. Adjournment:**

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

Prepared by:

  
OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:

  
DR. MARLYN D. BITON  
Chairman, BAC