



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Procurement of Various Titles of Print Journals, USEP Obrero Campus,
Davao City**

Contract No. 2018-27/Goods (Negotiated)

October 03, 2018 at 10:30 a.m

**Venue : USEP Dormitory Conference Room,
Obrero Campus, Davao City**

Present:

Bids and Award Committee:

Dr. Annweda C. Mina	-	Vice Chair (Presider)
Dr. Reynilo Garcia	-	Member
Dr. Emilia P. Pacoy	-	Member
Dr. Edeliza S. Gonzales	-	Member
Ms. Ma. Luisa B. Faunillan	-	Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Ma. Luz M. Serafica	-	Member
Ms. Melanie C. Pagkaliwagan	-	Member
Prof. Restituta D. Macarayo	-	Member
Ms. Emmele Embat	-	Member

BAC Staff:

Ms. Xyril Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff

Procurement :

Ms. Nora Dela Viña	-	Procurement Head
--------------------	---	------------------

TWG:

Ms. Gressiel Ferrando	-	End-user/TWG
-----------------------	---	--------------

Observer:

Mr. Ricardo Atangan Jr.	-	Observer/COA
-------------------------	---	--------------

PROCEEDINGS:

The activity commence with a group prayer.

Upon declaration of a quorum, the BAC Vice Chair Dr. Mina called the meeting to order at 10:30 o'clock in the morning. The roll call was made and there was a quorum with four (4) BAC members who were present during the meeting followed by the BAC Secretariat Members, TWG, Observers & Bidders they were:

Dr. Biton was on official business

BAC Vice Chairman, Dr. Mina informed the body that the purpose of the prebid conference is done for the project with an ABC of One Million Eight Hundred Fifteen Thousand Four Hundred Fourteen (PhP. 1,815,414), with Twenty-Five (25) calendar days.

Reading of Minutes for the opening of bid (2nd rebid) c/o Dr.Mina

Presentation bidding requirements for alternative procurement of various titles of print journals by Dr. Mina.

Copies of the following eligibility, technical and financial documents are also required to be submitted along with your quotation/proposal:

A. ELIGIBILITY DOCUMENTS:

I. Class "A" Documents:

- a) PhilGEPS Certificate of Registration and Membership under Platinum category;
- b) Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Annex I);
- c) Statement of Completed Single Largest Contract from January 2015 up to the day before the deadline for the submission bids of similar in nature equivalent to at least fifty percent (50%) of the ABC. Similar in nature shall mean "Various Titles of Print Journals". Any of the following documents must be submitted corresponding to listed contracts per submitted, Copy of End User's Acceptance; Official Receipts; Sales Invoice;
- d) Duly signed Net Financial Contracting Capacity Computation (NFCC) per Annex II or a committed line of credit from a universal or commercial

2. Class "B" Documents: (For Joint Venture)

- a. Copy of the **JOINT VENTURE AGREEMENT (JVA)** in case the joint venture is already in existence; OR
- b. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

For Joint Venture Between Two (2) Local Companies, Each partner should submit: - PhilGEPS Certificate of Registration and Membership under Platinum Category

B. TECHNICAL DOCUMENTS:

- 1. Proof of Authority of the Bidder's authorized representative/s:
 - a. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney;
 - b. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.

c. **IN THE CASE OF UNINCORPORATED JOINT VENTURE:** Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.

2. Omnibus Sworn Statements using the form prescribed.
3. Compliance with the Schedule of Requirements.
4. Compliance with the Technical Specifications.
5. Compliance with the Technical Bid Form.
6. Company Profile (Company printed brochure may be included)
7. Vicinity / Location of Bidder's principal place of business. *In case of Joint Venture, both partners must submit copy of above items 7 & 8.
8. Certificate of Performance Evaluation showing a rating of at least Satisfactory issued by the Bidder's Single Largest Completed Contract Client stated in the submitted.
9. Valid and Current Certificate of Distributorship/Dealership/Resellership or equivalent document of the following product being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification / document linking bidder to the manufacturer.

C. FINANCIAL DOCUMENTS:

1. Completed and signed Financial Proposal Form
2. Completed and signed Detailed Financial Breakdown
3. Completed and signed form "For Goods Offered from Abroad" and/or form "For Goods Offered from within the Philippines", whichever is applicable.
4. Latest Income Tax Returns or tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission; (including VAT Returns and its corresponding proof of payment)

For any clarification, you may contact Olivia D. Estremos, Head, BAC Secretariat at telephone no. 227-8192 local 264 to 265 or email address at bae@usep.edu.ph

USEP reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to **contract** award, without thereby incurring any liability to the affected suppliers.

Comments and suggestions:

Dr. Mina informed the body that one observer from PLAI attended during the preliminary conference. She that in case you have some inquiries related to the various titles of print journals, the USEP-ULRC willing to assist for some clarifications in relation to specific titles of print journals.

Dr. Nugas commented that the faculty or the end-user is the one who selected the books based on their respective subjects to be handled.

Open Forum/Queries/Clarifications:

(2018-27/Goods) Procurement of Various titles of print Journals (Negotiated Procurement):

- No bidder submitted letter of Intent
- Request for quotation for the procurement of various titles of print journals
- Discuss guidelines for negotiated procurement
- Journals Procurement Factors during rebid
- Journals/Books should be evident that has a relevance to the subjects of the courses offered by the University
- Procured Journals could not exchange other versions of journals regardless if the procured journal was unavailable or insufficient quantity

Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Preliminary Conference was adjourned at 11:00 AM.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


DR. MARLYN D. BITON
Chairman, BAC