



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Procurement of Consolidated Sports Equipment

Contract No. 2019-05/Goods

March 08, 2019 at 2:30 PM

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

ABC: PhP. 1,041,730.00

Present:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Reynilo Garcia	-	Vice Chairperson
Dr. Jose Alther Rivera	-	BAC Member
Dr. Eveyth P. Deligero	-	Alternate BAC Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Emmele L. Embat	-	Member

BAC Staff:

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

TWG:

Prof. Teodorico L. Dela Cruz Jr.	-	TWG Sports Equipment
Dr. Benjie Q. Badon	-	TWG Sports Equipment

Bidder:

Mr. Reynaldo Castillo	-	ARPC Sports/Sales Manager
Ms. Anna Linda Castillo	-	ARPC Sports

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47 **A. Proceedings:**
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49 Upon declaration of a quorum, the BAC Chair Dr. Marlyn D. Biton called the meeting to
50 order at 2:30 in the afternoon. She acknowledged the presence of the BAC members, BAC
51 Secretariat Members, Bidder's representatives and the end-user.
52

53 The pre-bid conference for **Procurement of Consolidated Sports Equipment** with an
54 ABC amounting to One Million Forty One Thousand Seven Hundred Thirty Pesos (PhP
55 1,041,730.00).
56

57 **B. PACKAGING (SEALING AND MARKING OF BIDS)**
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59 Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it is
60 important that responsible and knowledgeable officials shall attend the conference. The
61 persons who actually formulated the scope of work, plans and technical specifications for
62 the project should be present and among those representing the Procuring Entity.
63 Prospective bidders, on the other hand, should be encouraged to send representatives who
64 are legally and technically knowledgeable about the requirements of the procurement at
65 hand. It is also important that the prospective bidders are given ample time to review the
66 bidding documents prior to the pre-bid conference.
67

68 Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding
69 documents must be in a manner that the Technical Component of the Bid (First Envelope),
70 and the Financial Component of the Bid (Second Envelope) is and arranged according to
71 the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must
72 be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID
73 (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND
74 ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL
75 COPY".
76

77 Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each
78 have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST
79 ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in
80 another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST
81 ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in
82 another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY,
83 FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must
84 be packaged in one sealed mother envelope/package
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91 **C. CHECKLIST OF REQUIREMENTS FOR BIDDERS**
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93 The eligibility requirements or checklist can be found in the bidding documents that the
94 bidder purchased;
95

96 All submitted documents, including copy 1 and 2 should be duly authenticated or
97 stamped as "Certified True Copy from the Original" by the company head otherwise the
98 bidder will be automatically disqualified. It would also be advisable if the bidder will
99 bring the original copies of the documents submitted;
100 Likewise, any missing documents as required in

101

102 Bidders Responsibilities 6.2(f)

103

104 "ensuring that each of the documents submitted in satisfaction of the bidding
105 requirements is an authentic copy of the original, complete and all statements and
106 information provided therein are true and correct"

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108 Philgeps Certificate of Registration and Membership

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

111 Registration Certificate;

112 Mayor's/Business Permit or its Equivalent Document;

113 Tax Clearance;

114

115 Audited Financial Statements.

116

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

120

121 *Eligibility Requirement for Goods under:*

122

123 *Class A Documents*

124

- 125 1. DTI/SEC/Cooperative Development Authority (CDA) Registration
- 126 2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
- 127 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed
128 and approved by the BIR.
- 129
- 130 4. Statement of ongoing contracts.
- 131 5. Statement of SLCC (*Single Largest Completed Contract*)
- 132 6. NFCC*
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134 Mayor's Permit allows an entity to legally perform the requirements and obligations of
135 the project and the resultant contract.

136

137 Recently expired Mayor's/Business permit shall be accepted together with the official
138 receipt as proof that the bidder has applied for renewal within the period prescribed by

139 the concerned local government unit: Provided, that the renewed permit shall be
140 submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016
141 IRR of RA 9184

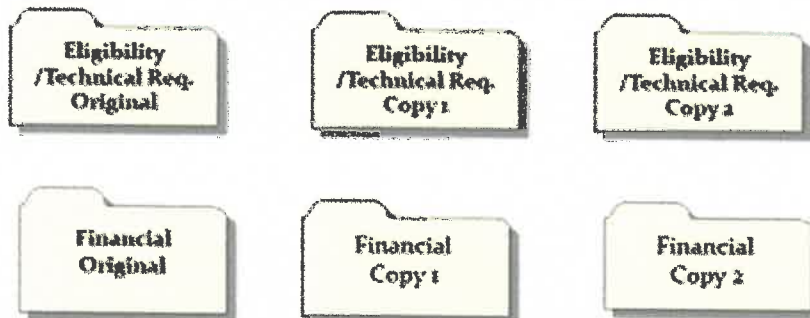
142
143 The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility
144 check/screening. The bid should be accompanied with a bid security in the following
145 amount: if the bid security is in cash, cashier’s check/manager’s check, bank
146 draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in
147 an equivalent amount of **PhP 20,834.60**, if the bid security is in the form of a Surety Bond,
148 it should be **5% of the ABC** or in an equivalent amount of **PhP 52,086.50**
149

150 And if it is a combination of the foregoing, it should be proportionate to share of form with
151 respect to total amount of security. The bidder may also opt to submit a Bid Securing
152 Declaration. The validity period of the bid security should be 120 days from the date of
153 opening of bids.

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155 There are additional documents required under the checklist, however, these documents
156 can be submitted during the post-qualification process, when the bidder with the
157 “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined.
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SEALING AND MARKING OF BIDS

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



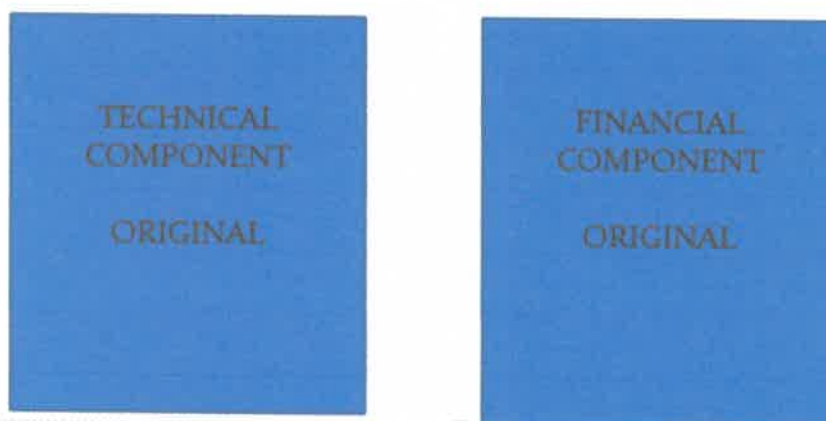
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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately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

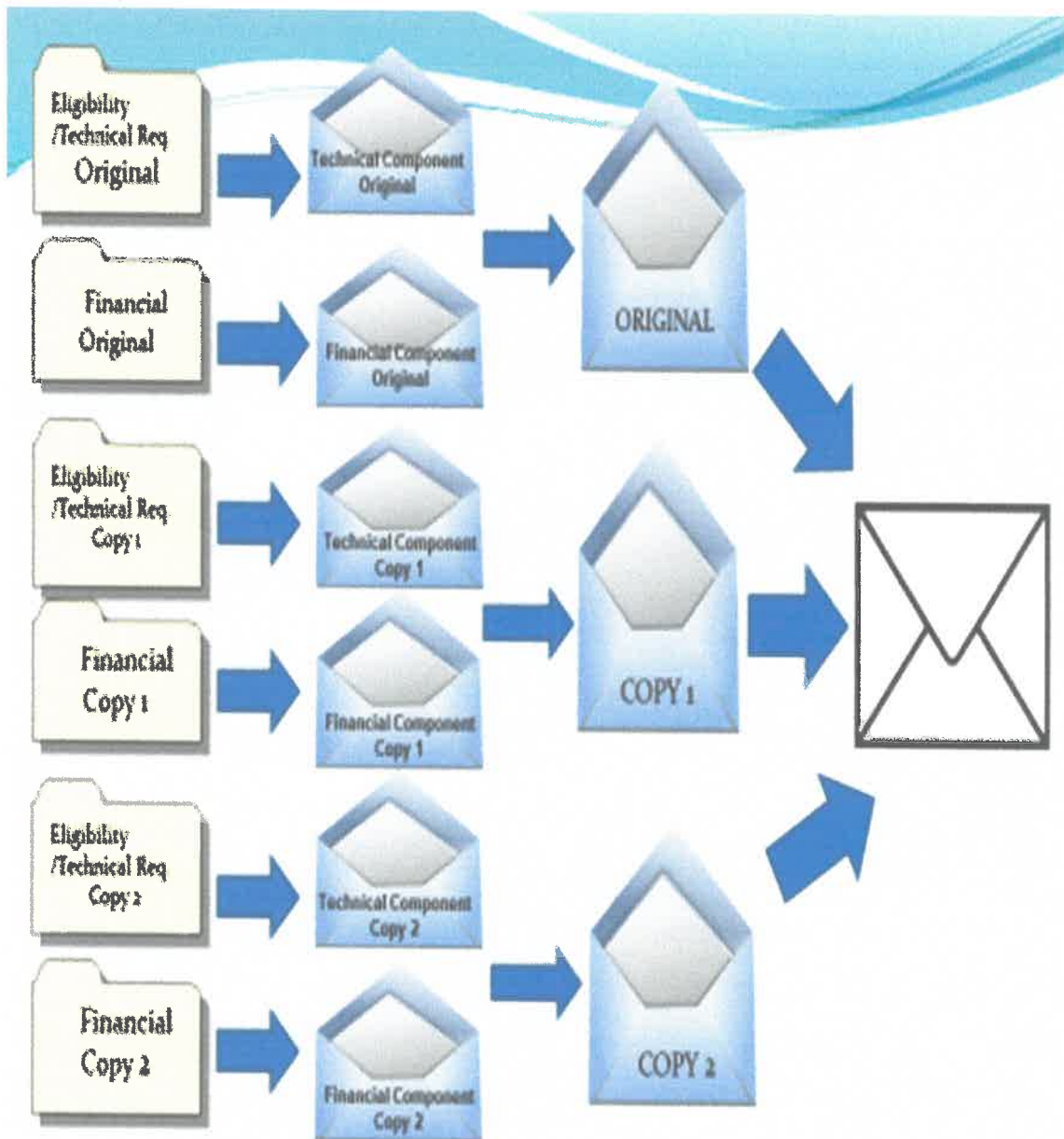


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- The folder containing the original bid of the technical component should be marked as "ORIGINAL – TECHNICAL COMPONENT" and the financial component should be marked as "ORIGINAL – FINANCIAL". These two folders should then be enclosed in a sealed envelope marked as "ORIGINAL BID"
- The same is done to copy 1 and copy 2.



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All envelopes shall :

- Contain the name of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;
- Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids"', in accordance with ITB Clause 21.

173 If bids are not properly marked and sealed as required, the Procuring Entity will assume no
 174 responsibility for the misplacement or premature opening of the bid. Moreover, failure to
 175 comply with the required sealing and marking of bids shall be a ground for disqualification.
 176

177 **D. Deadline for Submission and Opening of Bids**
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 179

180 Dr. Biton announced that the schedule for the deadline of submission and opening of bids
 181 is scheduled on **22nd of March, 2019**. The sealed bids must be submitted to the BAC
 182 Secretariat on or before the set time at **2:00 PM**, opening shall shortly follow.
 183

184 The venue will be at the USEP-Dormitory Conference Room. Any bid submitted after the
 185 cut-off time shall be declared late and shall not be anymore accepted.
 186

187 **E. TWG Presentation:**
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189 The Technical Working Group representative (Dr. Badon) presented the details and scope
 190 of the Procurement of Consolidated Sports Equipment of USEP Obrero Campus to be
 191 procured as follows:
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No.	Unit	Item Description	Quantity	Approved Budget Cost (ABC)
1	piece	Padded Stick	150	47,250.00
2	piece	Live Stick - Armor	4	32,000.00
3	piece	Shuttle Cock - Aeroplane	25	27,500.00
4	piece	Badminton Net	8	10,400.00
5	piece	Baseball Ball	20	24,000.00
6	piece	Softball Ball	20	24,000.00
7	pair	Softball Gloves	3	75,000.00
8	piece	GG7X	20	50,000.00
9	piece	GG6X	20	50,000.00
10	piece	Beach Volleyball	8	26,400.00

11	piece	Vantaggio5000 size 5 (m)	15	73,500.00
12	piece	Vantaggio2950 futsal size 4 (w)	10	35,000.00
13	piece	Sepak Takraw gaja emas 511	15	12,000.00
14	piece	Takraw net	8	10,400.00
15	piece	Tables (table tennis)	6	15,000.00
16	piece	Table Tennis Racket	20	20,000.00
17	piece	Table Tennis Net	7	24,500.00
18	piece	Volleyball Ball mva 310	20	58,000.00
19	piece	Volleyball Ball mva 200 indoor	15	73,500.00
20	piece	Volleyball Net VBN2	6	84,000.00
21	piece	Lawn Tennis Ball Technifiber	25	18,750.00
22	piece	Tennis Racket	4	48,000.00
23	piece	Kick Bag	8	28,000.00
24	piece	Kick Pad	30	30,000.00
25	piece	Kick Shield	10	22,000.00
26	piece	Gym Mats	60	78,000.00
27	piece	Sleeping Mats	60	42,000.00
28	Unit	Upright Bike Exercise Bicycle Exerciser magnetic Stationary Fitness Cycle Cardio Aerobic Equipment (TAGUM-MABINI-CTET BSED)	1	2,530.00
ABC			TOTAL	1,041,730.00

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199 **F. Comments and Suggestions**

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201 The BAC Chair (Dr. Biton) asked for comments & suggestions from the body.

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203 Bidder from ARPC co. verified as to what particular year to be submitted regarding
204 their audited financial statements.

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206 Dr. Biton informed to the prospective bidder to follow what was stipulated in the
207 bidding documents checklist Audited financial statements, stamped "received" by the
208 BIR or its duly accredited and authorized institutions for the preceding calendar year
209 which should not be earlier than two (2) years from the date of submission, showing
210 among others the total and current assets and liabilities.

211
212 The prospective bidder suggested that the items specified in the invitation to bid can be
213 delivered into 1 lot instead of per items.

214
215 The BAC Chair welcomed the suggestions made by the bidder & asked the pleasure of
216 the body if they will amenable.

217
218 The body agreed that the procurement of Consolidated Sports Equipment will be
219 delived into 1 lot instead of per items subject for the issuance of the supplemental bid
220 bulletin as follows:

221
222 ***1 Lot Procurement of Consolidated Sports Equipment with and Approved budget***
223 ***amounting to of One Million Forty-One Thousand Seven Hundred Thirty Pesos***
224 ***(PhP 1,041,730.00) .***

- 225
226 a) Padded Stick (DepEd Approved) (150 pcs.)
227 b) Live Stick - Armor (4 sets)
228 c) Shuttle Cock (25 tubes)
229 d) Badminton Net (IBF Approved) (3pcs.)
230 e) Baseball Ball (Genuine Leather for Tournament use) (20 pcs.)
231 f) Softball Ball (Genuine Leather for Tournament use) (20 pcs.)
232 g) Softball Gloves (Genuine Leather for Tournament use) (3 sets)
233 h) Basketball Leather (GG7X) FIBA Approved, (20 pcs.)
234 i) Basketball Leather GG6X) FF IBA Approved, (20 pcs.)
235 j) Beach Volleyball (UAAP Official Ball), (8 pcs)
236 k) Football leather size 5 (m) (FIFA Approved), (15 pcs.)
237 l) Football leather size 4 (FIFA Approved), (10 Pcs.)
238 m) Sepak Takraw (Competition Model), (15 pcs.)
239 n) Takraw net (Competition Model), (8 pcs.)
240 o) Tables (table tennis) (6mm), (1 pc.)
241 p) Table Tennis Racket (Competition use), (20 pcs.)
242 q) Table Tennis Net (w/ Post ITTF Approved), (7 pcs)
243 r) Volleyball Ball leather FIVB Approved, (20 pcs.)

- 244 s) Volleyball Ball indoor leather w/ dimples FIVB Approved, (15 pcs.)
- 245 t) Volleyball Net (FIVB Approved), (6 pcs.)
- 246 u) Lawn Tennis Ball (4balls Tin), (25 tube)
- 247 v) Tennis Racket (Unstrung 299grams, 100sq.in., Strung with black code, tension 52
- 248 lbs.), (4 pcs.)
- 249 w) Kick Bag (Large size) (PTA Approved), (8 pcs)
- 250 x) Kick Pad (PTA Approved) (Double), (30 pcs.)
- 251 y) Kick Shield (PTA Approved), (10 pcs.)
- 252 z) Gym Mats (1meter x 1m x 1in. Color blue), (60 pcs.)
- 253 aa) Sleeping Mats (for single person), (60 pcs.)
- 254 bb) Upright Stationary Bike(Weighted Wheel), (1 unit)
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256 Dr. Garcia suggested if possible to include as notation in the supplemental bid bulletin
257 to all prospective bidders *"to please specify the detailed prices, model & brand to offer*
258 *in each items"*.

259 The BAC agreed with the suggestion of Dr. Garcia to include as notation in the
260 supplemental bid bulletin to all prospective bidders *"to please specify the detailed*
261 *prices, model & brand to offer in each items"*.


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263 **G. Adjournment:**

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

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269 Prepared by:

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273 OLIVIA D. ESTREMOS
274 BAC Secretariat Head

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276
277 Approved by:

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279 
280 DR. MARLYN D. BITON
281 Chairman, BAC