



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Procurement of Various Titles of Books
Contract No. 2019-11/Goods
August 7, 2019 at 3:00 PM
Venue: USEP Gymnasium (Dug Out A),
Obrero Campus, Davao City
ABC: PhP. 8,064,646.30

Present:

Bids and Award Committee:

21	Dr. Reynilio Garcia	-	Chairperson
22	Dr. Reynaldo M. Nogodula	-	Vice Chairperson
23	Dr. Jose Alther Rivera	-	BAC Member
24	Prof. Rioliza Molina	-	BAC Member
25	Dr. Danilo Galarion	-	Alternate BAC Member

BAC Secretariat:

28	Ms. Olivia D. Estremos	-	BAC Secretariat Head
29	Mr. Alfred B. Torre	-	BAC Staff
30	Ms. Paulene Rose Pama	-	BAC Staff
31	Mr. Teodorico C. Tinaco	-	BAC Staff
32	Ms. Rogie Ann Lizada	-	BAC Staff

TWG:

35	Prof. Gresiel Ferrando	-	TWG Books
36	Ms. Noredith Ibanez	-	End-user

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46 **A. Proceedings:**
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48 Upon declaration of a quorum, the BAC Chair Dr. Reynilo Garcia called the meeting
49 to order at 3:00 in the afternoon. He acknowledged the presence of the BAC members,
50 TWG, and the end-user.
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52 There was no bidder attended the conference; however, the activity proceeded
53 and announced the schedule of bidding on August 22, 2019 in place of the holiday on
54 August 21, 2019 as supposed date for bidding and the Bid Evaluation was also
55 rescheduled from August 23, 2019 to August 28, 2019. The committee agreed on the
56 rescheduled bidding activities.
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58 **B. Reading of Minutes:**

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60 Dr. Garcia read the minutes of the previous meeting for the Procurement of Various
61 Titles of Books, USeP, Obrero Campus, and Davao City.
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63 Prof Gresiel Ferrando corrected that in line items nos. 94, 98 & 112 that instead of
64 Delora and it was corrected as Delona. She clarified the statements mentioned in the
65 preprocurement minutes "*that the form they used followed is in conformity with the ISO*
66 *process*".
67

68 Dr. Rivera moved for the approval of minutes and seconded by Prof. Molina.
69

70 **C. Comments and Suggestions**

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72 *BAC Chair Dr. Garcia asked if we follow the procurement process as required in the*
73 *RA 9184 & inquired on the delivery period of the books to be purchased. Ms. Estremas*
74 *(BAC Sec) answered that the delivery period specified in the Invitation to Bid was 25*
75 *calendar days.*
76

77 *Ms. Estremas asked the body if the BAC will issue a Supplemental Bid Bulletin due to*
78 *scheduled Opening of Bids on August 21, 2019 is a holiday & will be moved to August 22,*
79 *2019. For the Bid Evaluation, original schedule is August 23, 2019 will also be moved to*
80 *August 28, 2019.*
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82 *The BAC agreed to change the date of the opening of bid & bid evaluation & will issue*
83 *a Supplemental Bid Bulletin.*
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91 **D. Adjournment**

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93 With no further instructions from the BAC and clarifications from the Bidders, the
94 Pre-Bid Conference was adjourned at 3:30 PM.
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98 Prepared by:
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101  OLIVIA D. ESTREMOS
102 BAC Secretariat Head
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105 Approved by:
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108  DR. REYNILLO D. GARCIA
109 BAC Chairperson/ Goods
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University of Southeastern Philippines
Bids and Awards Committee

Pre-Bid Conference for the Project Procurement of Various Titles of Books
CONTRACT ID NO.: 2019-11/GOODS A&C: P 2,004,000.00
07 August 2019 03:00 pm at the USEP Gymnasium (Dug Out A)

ATTENDANCE SHEET

WHY WE ASKED YOUR DATA: The Bids and Awards Committee needs your personal data before to provide verifiable evidence to support its due diligence and that you participated therein. We will include your data in our pre-bid and pre-award reports that we will send through secure channels. Please check the appropriate box for your gender. If you do, we will automatically keep your data and assign that data to you, and will limit their use to statistical only. If you do not agree, we will permanently delete your data after we have the 20% bid report.

WE WILL TAKE PHOTO/VIDEO TRANSCRIPTION THIS EVENT. We will use them as further evidence of the event in compliance to government accounting and finance procedures. We will publish your name, organization, and position like with your photo/video only if needed, such as to identify you in a report. We will not publish your name, organization, and position from your photo/video taken and used with your other personal data or facts, photos from the photo/videographer. If you wish to see your photo/video, lodge a complaint to either your email or the concerned one of your photo/video and other personal data, please email awards@uesp.edu.ph

Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the above-mentioned Picture Policy	Signature
	Male	Female				
G. Fuent		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
David C. Adriano	<input checked="" type="checkbox"/>		gadradioc@uep.edu.ph	USCP	<input checked="" type="checkbox"/>	
Waltero Santos		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
Benjie Janvi		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
Delia O. Castro		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	

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Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the above-mentioned Picture Policy	Signature
	Male	Female				
Dawson d. B		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
IND MODENA		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
IVACA TESORERO		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
Tove, Jhond		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
ROD RUISTIC, J. SERRA		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	
KARIM, UZADA		<input checked="" type="checkbox"/>		USCP	<input checked="" type="checkbox"/>	

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