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4 **University of Southeastern Philippines**
5 *Bids and Awards Committee*

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7 **Minutes Pre-Procurement Conference**

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9 **Project: Procurement of Various Titles of Books**

10 **USEP Obrero Campus, Davao City**

11 Contract No. 2020-13/Goods

12 November 11, 2020 at 2:00 P.M

13 Venue: Via Google meet (njr-kheh-qdg)

14 ABC: PhP. 6,246,530.00

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16 **Present were:**

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18 **Bids and Award Committee:**

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20 Dr. Reynilo D. Garcia - Chairperson
21 Dr. Reynaldo M. Nogodula - Vice Chairperson
22 Ms. Rhinna M. Saan - Alternate Member
23 Ms. Nimfa V. Maniscan - Alternate Member

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25 **BAC Secretariat/BAC Staff:**

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27 Ms. Olivia D. Estremos - BAC Secretariat Head
28 Ms. April Cimafranca - BAC Secretariat
29 Mr. Alfred B. Torre - BAC Staff

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31 **TWG:**

32 Ms. Gresiel Ferrando - TWG Books

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34 **End-User:**

35 Dr. Maychelle Nugas - ULRC Director
36 Ms. April Delola - ULRC Unit Head
37 Ms. Noredith Ibanez - ULRC Staff

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A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order at 2:00 in the afternoon. He also acknowledged the presence of the BAC members, BAC Secretariat, TWG and the End-users.

The BAC Chair declared quorum with three (3) BAC Members. BAC Chairman, Dr. Garcia informed the body that the purpose of the pre procurement is to discuss all aspects of a specific procurement activity of the project which includes the technical specifications, the Approved Budget for the Contract (ABC), the applicability and appropriateness of the recommended method of procurement and the related milestones, the bidding documents, and availability of the pertinent budget release for the project.

He emphasized that for those projects involving an ABC amounting to more than Two Million Pesos (P2 Million), a pre procurement conference is conducted to determine the readiness of the Procuring Entity to procure goods and services in terms of the legal, technical and financial requirements of the project. More specifically, it ensures that the procurement will proceed in accordance with the PPMP and APP, confirms the availability of appropriations and programmed budget for the contract, and reviews all relevant documents in relation to their adherence to the law. (IRR-A Section 20).

- 1. Ensure that the procurement is in accordance with the PPMP and APP.*
- 2. Determine the availability of the appropriations and programmed budget for the contract;*
- 3. Determine the state of readiness of the pertinent budget release (e.g., ABM or SARO);*
- 4. Review, modify and agree on the criteria for eligibility screening, and ensure that the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are written in such manner; (IRR-A Section 20.1.3)*
- 5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and ensure that the said criteria are fair, reasonable and applicable to the procurement at hand;*
- 6. Review, modify and agree on the acceptable minimum specifications and other terms in the bidding documents;*
- 7. Review the PPMP, including the milestones and the method of procurement for the procurement at hand;*
- 8. Reiterate and emphasize the “no contact rule” during the bid evaluation process, and the applicable sanctions and penalties, as well as agree on measures to ensure compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*

the “no contact rule”.); and ensure that the requirements of the goods and services to be procured are in accordance with an Approved Budget Contract (ABC)

B. Presentation of Technical Specifications

Ms. Delola presented the detailed technical specifications of the **Procurement of Various Titles of Books, USEP Obrero Campus, Davao City**. She presented the following technical Specifications:


Approved PPMP 2020-Fund 164

	Republic of the Philippines University of Southeastern Philippines 17igo St., Bo. Obrero, Davao City 8000 Telephone: (082) 227-8192 Website: www.usep.edu.ph Email: president@usep.edu.ph	Form No.	FM USEP-APP-02
		Issue Status	02
		Revision No.	01
		Date Effective	21 March 2018
		Approved by	President
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)			

END-USER/UNIT: UNIVERSITY LEARNING RESOURCE CENTER (ALRC)
 Source of Fund: 2020 - FUND 164

Code	General Description	Quantity/Unit	Estimated Budget	Mode of Procurement	Scatterplot History of Activities											
					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRINT AND NONPRINT RESOURCES																
	Acquisition of professional books and journals or periodicals, including procurement of general & subject reference materials including SPA kit, Filinvesta books, audio-visual materials, DACUN related library materials, and other professional and general resources	3000 titles	13,000,000.00	(through public bidding / non-value procurement registered procurement)												

Subsidiary Ledger


 University of Southeastern Philippines
 University Learning Resource Center
FUND 164
SUBSIDIARY LEDGER (2020)

BUDGET ALLOCATION **13,996,200.00**

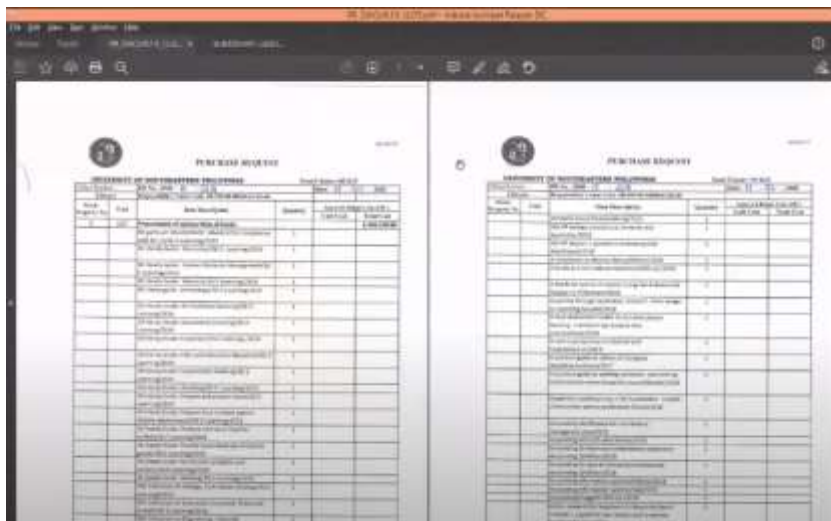
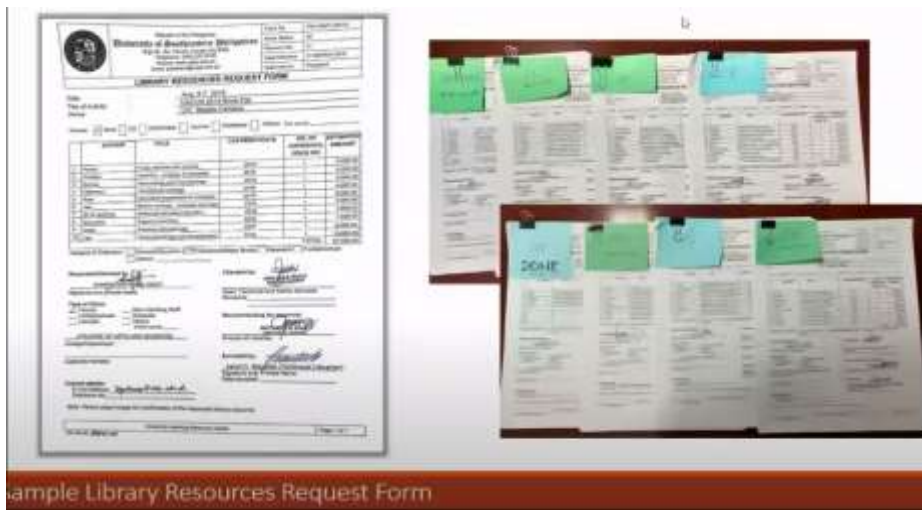
DATE	PARTICULARS	BUDGET	EXPENSES	AVAIL. BALANCE
OCTOBER	Various titles of books	7,903,299.19	6,246,530.00	1,656,769.19

Procurement of Various Titles of Books
 PHP 6,246,530.00

- Titles selected by librarians and faculty members during the 2019 DACUN Book Fair
- **1,033 titles / 1,146 volumes**

Requestor	Volumes	Requestor	Volumes
CBA	144	CIC	169
CAEC	18	COE	80
CAS	253	CT	236
CED	139	ULRC	107

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C. Comments and Suggestions:

Dr. Garcia informed the end-user that the winning bidder for this project should comply the author including the copyright of books during the bidding. Dr. Garcia asked the end-user what is their preferred number of delivery days for this project. Ms. Delola answered that it would be 30 calendar days. Dr. Garcia asked if the 30 days is a sufficient time for the delivery period of this project. Dr. Nugas elaborated that this books to be purchased have already been selected by respective Faculty during the DACUN book fair. She added that those books have already been reserved from certain publisher therefore it could delivered within 30 calendar days.

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D. Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-procurement Conference was adjourned at 3:00 pm.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

REYNILO D. GARCIA
BAC Chairman/Goods