



University of Southeastern Philippines  
*Bids and Awards Committee*

**Minutes**  
**Pre-Bid Conference**

**I. Attendance**

Bids and Award Committee:

Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Asso. Prof. Rioliza B. Molina	-	BAC Member
Dr. Jose Alther M. Rivera	-	BAC Member
Ms. Nimfa V. Maniscan	-	BAC Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. April P. Cimafranca	-	BAC Secretariat
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Ms. Gresiel Ferrando	-	TWG Books
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Bidders:

Ms. Leovenia Mariquina	-	Belview Co. Inc.
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**II. Call to Order**

The BAC Chair called the meeting to order after determining that there is a quorum at 2:00 o'clock in the afternoon.

**AGENDA:**

**A) Procurement of Various Titles of Book at USeP Obrero Campus, Davao City, Contract ID No. 2020-13/Goods**

B) Other matters

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**II. Highlight of the meeting**

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> <li>a) To clarify and address the bidders’ questions to adequately prepare bids for the project particularly on the terms &amp; conditions on the bidding documents and other aspects of the project</li> <li>b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.</li> </ul>
<b>Venue:</b>	<b>via Google link:</b> Via Goggle meet
<b>Date:</b>	<b>December 02, 2020, time 1:00 pm</b>
<b>Approved Budget for the Contract</b>	Amounting to Six Million Two Hundred Forty Six Thousand Five Hundred Thirty Pesos (PhP 6,246,530.00).
<b>Location:</b>	<b>- USeP ULRC, Obrero Campus, Davao City</b>

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The BAC Chair provided a brief background of the project & presented the summary of the proceedings is as follows:

Topics/Issues	Comments/Decisions/ <b>Instructions</b>
<b>Eligibility Requirements</b>	The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased; All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as “Certified True Copy from the Original” by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted Bidders Responsibilities 6.2 (f) “Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct.”
<b>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</b>	<p><b>I. During Bid Submission:</b></p> <ul style="list-style-type: none"> <li>(1 copy each) Technical Component (1st Envelope)</li> <li>a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their</li> </ul>

	<p>alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s.</p> <p>b. Technical Documents</p> <ol style="list-style-type: none"> <li>1. Statement of all ongoing contracts</li> <li>2. Statement of Single Largest Completed Contract</li> <li>3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020)</li> <li>4. Compliance to Section VI. Schedule of Requirements</li> <li>5. Compliance to Section VII. Technical Specifications</li> <li>6. Omnibus Sworn Statement</li> <li>7. Authority of the Signatory</li> <li>8. Net Financial Contracting Capacity or Committed Line of Credit; and</li> <li>9. Latest Audited Financial Statement (AFS) stamped received by the BIR</li> <li>10. Joint Venture Agreement, if applicable</li> </ol>
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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> <li>1. Income Tax Return</li> <li>2. VAT Returns</li> <li>3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice.</li> </ol> III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> <li>1. Performance Security</li> <li>2. Contract</li> </ol>
Sealing and Marking of Bids	Showed an illustration <ul style="list-style-type: none"> <li>▪ If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. <b>Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.</b></li> </ul>
Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance if the bid security is in cash, cashier’s check/manager’s check, bank draft/guarantee or irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of <b>PhP 124,930.60</b> if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an equivalent amount of <b>PhP 312,326.00</b>

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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	<ul style="list-style-type: none"> <li>▪ And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security.</li> <li>▪ The bidder may also opt to submit a Bid Securing Declaration</li> <li>▪ The validity period of the bid security should be 120 days from the date of opening of bids.</li> </ul>
<b>Audited Financial statement</b>	<ul style="list-style-type: none"> <li>▪ The audited financial statement should be stamped <b>“RECEIVED”</b> by the BIR or its duly accredited and authorized institution.</li> <li>▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office.</li> <li>▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5</li> </ul>
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section
VI Technical Specification	Discussed in detail the Technical Specification

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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
Procurement Timeline	<ul style="list-style-type: none"> <li>▪ The deadline for submission of bids is on December 16, 2020 (Friday)</li> <li>▪ Cut-off time will be at 1:00 p.m. and Opening of bids shall immediately follow</li> <li>▪ The venue will be at the USEP-Hostel, Obrero Campus, Davao City</li> <li>▪ <b>Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.</b></li> </ul>
Common Reasons for Disqualification	<ol style="list-style-type: none"> <li>1. Failure to submit or incomplete submission</li> <li>2. Unsigned documents (when signature is required)</li> <li>3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate)</li> <li>4. Class A documents submitted are incomplete or expired</li> <li>5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable)</li> <li>6. SLCC (Amount, Period, Similarity)</li> <li>7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB)</li> <li>8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3; additional clause 10)</li> <li>9. NFCC/CLC is in the wrong envelope</li> <li>10. Financial Proposal is not initialed in each and every page</li> </ol>

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II. TWG Presentation:

Ms. Gressiel Ferrando presented the detailed specifications of the Various Titles of Books as follows:

Item No.	Unit	Item Description	Quantity
<b>1</b>	<b>LOT</b>	<b>Procurement of various titles of books</b>	
		3D game art development : advanced (in compliance with NC III)/3G E-Learning/2019	1
		3G Handy Guide : Electrician/3G E- Learning/2019	1
		3G Handy Guide : Human Resource Management/3G E-Learning/2019	1
		3G Handy Guide : Masonry/3G E-Learning/2019	1
		3G handy guide : technology/3G E-Learning/2019	1
		3G Handy Guide: Air Condition Servicing/3G E-Learning/2019	1
		3G Handy Guide: Automotive Servicing/3G E-Learning/2019	1
		3G Handy Guide: Carpenter/3G E-Learning /2019	1
		3G Handy Guide: CNC Lathe Machine Operation/3G E-Learning/2019	1
		3G Handy Guide: Construction Painting/3G E-Learning/2019	1

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The following are the questions from the bidders and the reply from the BAC members/BAC Secretariat/TWG:

Questions	Reply/Comments
Ms. Mariquina (bidder) asked the body if they could have a copy for the list of titles of books for this project.	Ms. Estremos replied that the list of titles of those books could be downloaded at the USEP website.

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III. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 1:40 PM.

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Prepared by:



**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:

**REYNILO D. GARCIA**  
BAC Chair