



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Procurement of Consolidated Computer Accessories &
Consumables for 2nd & 3rd Quarter CY 2018**

Contract No. 2018-20/Goods

August 31, 2018 at 3:30 P.M.

Venue : USEP- HOSTEL Conference Room,
Obrero Campus, Davao City

Approved ABC : Php. 1,406,592.48

Present were:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Emilia P. Pacoy	-	Member
Dr. Reynilo D. Garcia	-	Member
Dr. Edeliza S. Gonzales (OB)	-	Member
Dr. Maychelle M. Nugas (OB)	-	Member
Ms. Ma. Luisa B. Faunillan (OB)	-	Member

BAC Secretariat:

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

TWG/Procurement:

Ms. Nora Dela Vifia	-	Procurement Head
Ms. Maricris B. Palomar	-	TWG
Ms. Madelyn C. Barnes	-	TWG

Observer:

Ms. Pier Lolita D. Sy	-	COA-Observer
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Bidders:

Photopro Trading and General Merchandise
Lanang, Davao City

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52 **A. Proceedings:**
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54 The meeting was started with a prayer.
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56 Upon declaration of a quorum, the BAC Chair Dr. Marlyn Biton called the meeting to
57 order at 3:30 in the afternoon. She acknowledged the presence of the BAC members,
58 BAC Secretariat Members, Observer from COA, Bidder's representatives and the end-
59 user.
60

61 The pre-bid conference for **Procurement of Consolidated Computer Accessories &**
62 **Consumables for 2nd & 3rd Quarter CY 2018 With an ABC amounting to One**
63 **Million Four Hundred Six Thousand Five Hundred Ninety-Two & 48/100 Pesos**
64 **(PhP 1,406,592.48).**
65

66 **B. PACKAGING (SEALING AND MARKING OF BIDS)**
67

68 Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it
69 is important that responsible and knowledgeable officials shall attend the conference.
70 The persons who actually formulated the scope of work, plans and technical
71 specifications for the project should be present and among those representing the
72 Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send
73 representatives who are legally and technically knowledgeable about the requirements
74 of the procurement at hand. It is also important that the prospective bidders are given
75 ample time to review the bidding documents prior to the pre-bid conference.
76

77 Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding
78 documents must be in a manner that the Technical Component of the Bid (First
79 Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged
80 according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned
81 documents must be secured in a sealed envelope marked "TECHNICAL
82 COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL
83 COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one
84 sealed envelope marked "ORIGINAL COPY".
85

86 Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall
87 each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST
88 ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in
89 another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST
90 ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also
91 in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL
92 COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed
93 envelopes must be packaged in one sealed mother envelope/package
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95 **C. CHECKLIST OF REQUIREMENTS FOR BIDDERS**
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97 The eligibility requirements or checklist can be found in the bidding documents that
98 the bidder purchased;
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100 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

101
102 the bidder will be automatically disqualified. It would also be advisable if the bidder
103 will bring the original copies of the documents submitted;
104 Likewise, any missing documents as required in
105

106 Bidders Responsibilities 6.2(f)

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108 “ensuring that each of the documents submitted in satisfaction of the bidding
109 requirements is an authentic copy of the original, complete and all statements and
110 information provided therein are true and correct”
111

112 Philgeps Certificate of Registration and Membership

113 Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and
114 updated file of the following Class “A” eligibility documents under Sections 23.1(a)
115 and 24.1(a):

116 Registration Certificate;
117 Mayor’s/Business Permit or its Equivalent Document;
118 Tax Clearance;

119 Audited Financial Statements.

120
121 For foreign bidders participating in the procurement by a Philippine Foreign Service
122 Office or Post, they shall submit their eligibility documents under Section 23.1, 2016
123 IRR of RA 9184.
124

125 *Eligibility Requirement for Infra under:*

126 *Class A Documents*

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- 130 1. DTI/SEC/Cooperative Development Authority (CDA) Registration
- 131 2. Mayor’s permit *or equivalent document for Exclusive Economic Zones or*
- 132 *Areas*
- 133 3. Tax clearance per Executive Order 398, series of 2005, as finally
- 134 reviewed and approved by the BIR.
- 135 4. Statement of ongoing contracts.
- 136 5. Statement of SLCC (*Single Largest Completed Contract*)
- 137 6. NFCC*
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139 Mayor’s Permit allows an entity to legally perform the requirements and obligations
140 of the project and the resultant contract.
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142 Recently expired Mayor’s/Business permit shall be accepted together with the official
143 receipt as proof that the bidder has applied for renewal within the period prescribed by
144 the concerned local government unit: Provided, that the renewed permit shall be
145 submitted as a post-qualification requirement in accordance with Sec. 34.2 of the
146 2016 IRR of RA 9184
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The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: 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 **PhP 28,131.85**, 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 **PhP 70,329.62**.

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

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

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.

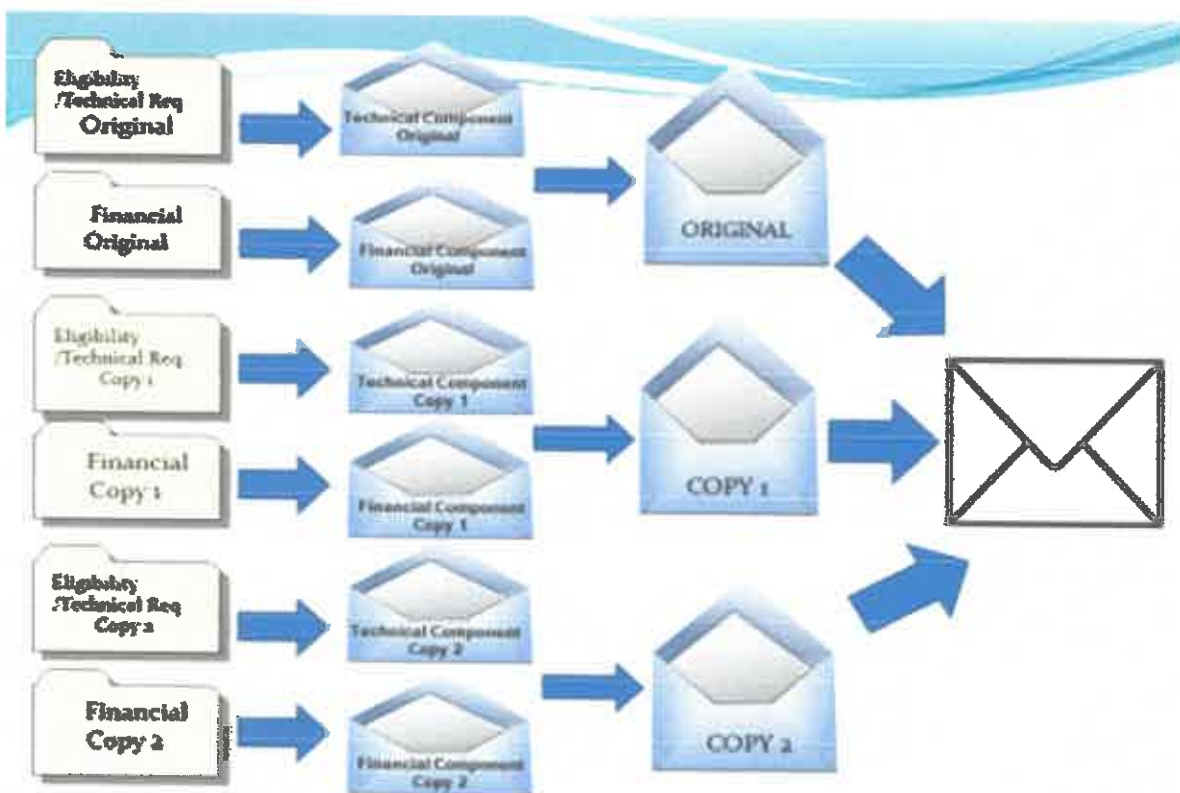


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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately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



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.

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. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

D. Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **17th of September, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **11:00 AM**, opening shall shortly follow.

The Technical Working Group representative presented the details and scope of the Procurement of Procurement of Consolidated Office Supplies for 2nd & 3rd Quarter CY 2018 to be procured.

E. Comments and Suggestions

Ms. Madelyn C. Barnes presented the Fifty Eight (58) items of the **Procurement of Consolidated Computer Accessories & Consumables for 2nd & 3rd Quarter CY 2018** With an ABC amounting to One Million Four Hundred Six Thousand Five Hundred Ninety-Two & 48/100 Pesos (PhP 1,406,592.48).

Dr. Biton informed the prospective bidders to review and check the documents thoroughly for submission to the BAC to avoid failure during the opening of bid.

She commented "*the BAC will be using the non-discretionary "pass/fail" criteria in the eligibility check/screening*". All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as "*Certified True Copy from the Original*" using the fresh ink color violet.

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Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 4:00 P.M.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


MARLYN D. BITON
Chairman, BAC