



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Procurement & Installation of Public Address System

Contract No. 2018-32/Goods

December 10, 2018 at 03:00 pm

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

ABC: PhP. 4,000,000.00

Present:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	BAC Vice Chair
Dr. Reynilo D. Garcia	-	Member
Dr. Xennie Y. Tupas	-	BAC Alternate Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta D. Macarayo	-	Member
Ms. Ma. Luz Serafica	-	Member
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

Procurement unit:

Ms. Nora De la Vifla	-	Procurement Head
Mr. Chris P. Villahermosa	-	Procurement staff

TWG:

Engr.. Ariel Pabilona	-	TWG/ICT
Engr. Roberto Canda	-	TWG/ICT

49
50
51 Observer:

52
53 Bidder:

54 Ms. Esther N. Doloritos - AWLS, Project Coordinator
55 Ms. Antonette Venson - AWLS, Manager
56 Mr. Joey P. Dela Cruz - Unicenter, General Manager
57 Ms. Mary Grace Ann V. Licot- Unicenter Comm, Project Sales Engineer
58 Ms. Venus Angelique Zabala - Unicenter Com, Bidder
59 Mr. Leo Carlo Umayan - Digital Interface
60

61 **A. Proceedings:**
62

63 Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order
64 with three (3) BAC members attended at 3:00 o'clock in the afternoon. She also
65 acknowledged the presence BAC Secretariat Members, TWG and the end-users.
66

67 **B. Reading of Minutes**
68

69 Dr. Biton read the minutes of the previous meeting Pre procurement conference for
70 the Procurement & Installation of Public Address System. Dr. Mina moved for the
71 approval of minutes and seconded by Dr. Garcia.

72 **C. Rationale :**
73

74 BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid
75 conference for the project with an Approved Budget for the Contract (ABC) of
76 PhP 4,000,000.00.
77

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

86 **D. PACKAGING (SEALING AND MARKING OF BIDS)**
87

88 Dr. Biton informed the bidders regarding the Eligibility Requirements:

89
90 The eligibility requirements or checklist can be found in the bidding documents that the
91 bidder purchased. All submitted documents, including *copy 1 and 2 should be duly*
92 *authenticated or stamped as "Certified True Copy from the Original" by the company*
93 *head otherwise the bidder will be automatically disqualified.* It would also be
94 advisable if the bidder will bring the original copies of the documents submitted.

97
98 Likewise, any missing documents as required in the checklist is a ground for rejection
99 of the bid

100
101 **Bidders Responsibilities 6.2(f)**

102
103 *“ensuring that each of the documents submitted in satisfaction of the bidding*
104 *requirements is an authentic copy of the original, complete and all statements and*
105 *information provided therein are true and correct”*

106
107 Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding
108 documents must be in a manner that the Technical Component of the Bid (First
109 Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged
110 according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned
111 documents must be secured in a sealed envelope marked “TECHNICAL
112 COMPONENT OF THE BID (FIRST ENVELOPE)” and “FINANCIAL
113 COMPONENT OF THE BID (SECOND ENVELOPE)” and must be contained in one
114 sealed envelope marked “ORIGINAL COPY”.

115
116 Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall
117 each have two duplicate copies marked “Copy-1” and “Copy-2”. Copy-1 of the FIRST
118 ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in
119 another envelope marked “FIRST DUPLICATE COPY” while Copy-2 of the FIRST
120 ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also
121 in another envelope marked “SECOND DUPLICATE COPY”. The ORIGINAL
122 COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed
123 envelopes must be packaged in one sealed mother envelope/package

124
125 ***Philgeps Certificate of Registration and Membership***

126
127 Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and
128 updated file of the following Class “A” eligibility documents under Sections 23.1(a)
129 and 24.1(a):

130
131 Registration Certificate;
132 Mayor’s/Business Permit or its Equivalent Document;
133 Tax Clearance;

134
135 ***Audited Financial Statements.***

136
137 For foreign bidders participating in the procurement by a Philippine Foreign Service
138 Office or Post, they shall submit their eligibility documents under Section 23.1, 2016
139 IRR of RA 9184.

140
141 ***E. Eligibility Requirement for Infra under:***

142
143 ***Class A Documents***

- 144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
1. DTI/SEC/Cooperative Development Authority (CDA) Registration
 2. Mayor’s permit *or equivalent document for Exclusive Economic Zones or Areas*

3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (Single Largest Completed Contract)
6. NFCC*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit. Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

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 80,000.00**, 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 200,000.00**

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.

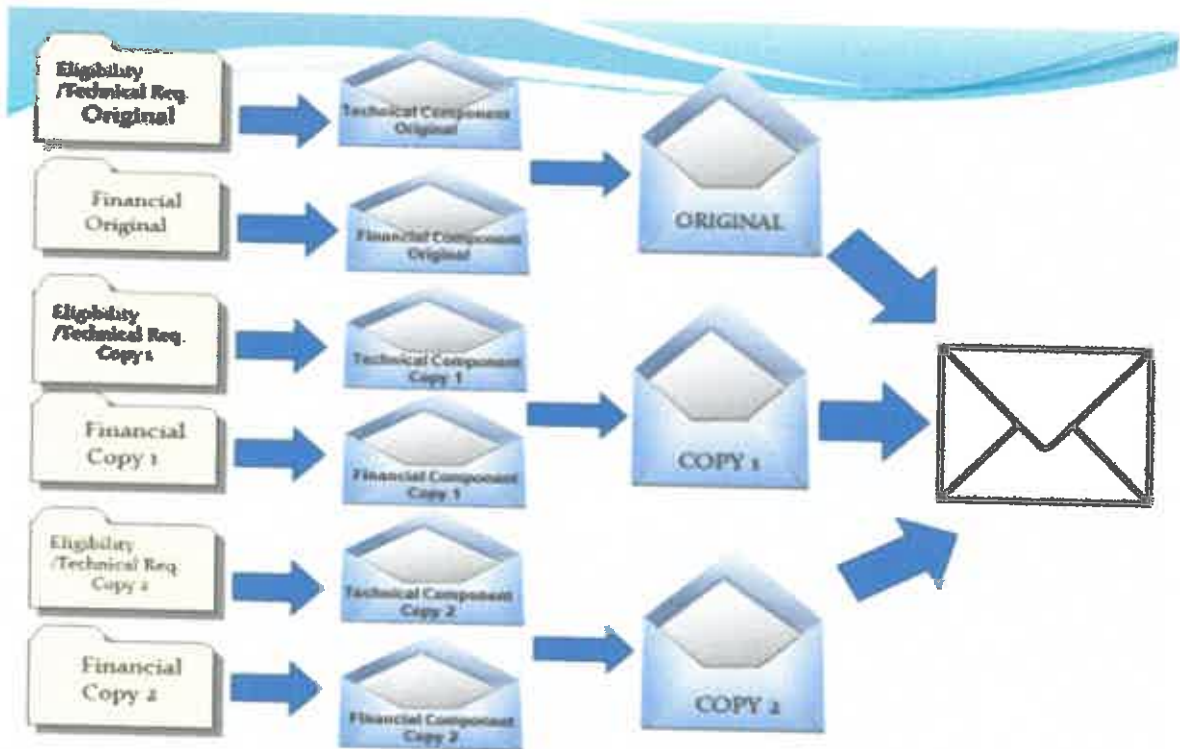


193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240

- 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.



241
242 *All envelopes shall :*
243

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

252 If bids are not properly marked and sealed as required, the Procuring Entity will assume
253 no responsibility for the misplacement or premature opening of the bid. Moreover,
254 failure to comply with the required sealing and marking of bids shall be a ground for
255 disqualification.
256

257 **F. *Deadline for Submission and Opening of Bids***
258

259 Dr. Biton announced that the schedule for the deadline of submission and opening of
260 bids is scheduled on **16th of January, 2019**. The sealed bids must be submitted to the
261 BAC Secretariat on or before the set time at **2:00 o'clock in the afternoon**, opening
262 shall shortly follow.

263 **G. TWG Presentation**
264

265 Prof. Ariel Pabilona (TWG/ICT) presented the technical specifications of the
266 procurement of document tracking system as follows:

267 Project title: Procurement and Installation of Public Address System:
268

269 Project Description:
270

- 271 1. The USEP Public Address System (USEP-PAS) is an electronic sound
272 amplification and distribution system consisting input sources (microphones,
273 sound playback devices, etc), amplifiers, control and monitoring (e.g , LED
274 indicator lights, VU meter and loudspeakers. It is used for public
275 announcement or as an alert system during emergency within the building or
276 in the whole campus.
- 277 2. EN54-16 certified compact digital PA/VA main controller, 1000W speaker
278 load per zone and 2000W max. per unit, capable to a large network system of
279 not less than 16,000 zones.
- 280 3. International PA/VA standard touch screen consiole
- 281 4. Wallmount loud speaker, coaxial, 10watts, not less than 1.4kg net wt, effective
282 fequency between 80-20khz
283
284
285
286
287
288

289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336

H. Comments and Suggestions

Dr. Biton asked the body for some comments & suggestions:

Engr. Roberto Canda suggested that as part of the Electronic plan we have to follow the law on PCAB-C one of the additional requirements, in case the EIC will visit they will have to check the PCAB-C license for Electronic Communication and

The bidder asked for the general requirements so they can have a reference on how the system works based on USEP layout and asked if the Installation of Public Address System had an existing lay-out.

Engr. Pabilona (TWG-ICT) responded that the lay-out for the Installation of Public Address System is available at the BAC Secretariat office.

Engr. Canda commented that the Multicast or Unicast should be clarified to the bidder. Engr. Pabilona informed the body that the existing network thru internet connected to PABX can be used in this system. Dr. Garcia wants that the current system be upgraded that will be capable enough to cater the whole campus. The bidder said it needs a configuration. Engr. Pabilona responded that it should be expandable and easy to connect an optic line. One of the bidders asked if they could touch the existing lines. Since the BAC Members requiring bidders with a PCAB-C Category certificates, it is now a main concern of the bidders if they belong to it.

Dr. Biton informed the body, that under Section 18 of Republic Act (RA) No. 9184, the Government Procurement Reform Act, and its 2016 revised Implementing Rules and Regulations (IRR), mandate that reference to brand names shall not be allowed and thus, specifications for the procurement of goods shall be based on relevant characteristics and/or performance.

Dr. Biton informed the body if ever there are additional requirements the BAC will issue a bid bulletin.

337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384

I. Adjournment:

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

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


DR. MARLYN D. BITON
Chairman BAC