



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

**Minutes Pre-Bid Conference**

**Project: Procurement of Consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018**

**Contract No. 2018-26/Goods (Rebid)**

**October 03, 2018 at 10:00 a.m**

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

**ABC : PhP. 1,746,509.85**

**Present:**

**Bids and Award Committee:**

Dr. Marlyn D. Biton	-	Chairperson (OB)
Dr. Annweda C. Mina	-	BAC Vice Chair (Presider)
Dr. Maychelle Nugas	-	Member
Dr. Reynilo Garcia	-	Member
Dr. Emilia P. Pacoy	-	Member
Dr. Edeliza S. Gonzales	-	Member

**BAC Secretariat:**

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

**BAC Staff:**

Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Mr. Alfred Torre	-	BAC Staff

**Procurement :**

Ms. Nora Dela Viña	-	Procurement Head
Ms. Charlot Tinaco	-	Procurement Staff
Mr. Chris Villanueva	-	Procurement Staff

**TWG:**

Ms. Madelyn C. Barnes	-	TWG Office Supplies
Ms. Maricris Palomar	-	TWG Office Supplies
Ms. Gresiel Ferrando	-	TWG/Books

**Observer:**

Fretzie A. Fajardo	-	Observer/PLAI
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**Bidder/s:**

Ms. Ferlita Capuyan	-	Sales Representative (VS TAY Inc.)
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**A. Proceedings:**

Upon declaration of a quorum, the BAC Vice Chair Dr. Mina called the meeting to order with four (4) BAC members attended at 10:00 o'clock in the morning. She also acknowledged the presence BAC Secretariat Members, TWG and the end-users. While Dr. Biton was on official business (OB).

**B. Reading of Minutes**

Dr. Mina BAC Vice Chair read the minutes of the previous meeting it was motioned to approved by Dr. Pacoy and seconded by Dr. Garcia.

The pre-bid conference for **Procurement of Consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018** With an ABC amounting to One Million Seven Hundred Forty-Six Thousand Five Hundred Nine & 85/100 Pesos (PhP 1,746,509.85).

**C. PACKAGING (SEALING AND MARKING OF BIDS)**

Dr. Mina discussed on the importance of the pre-bid conference, she reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at

hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

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

Dr. Mina continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

#### **D. CHECKLIST OF REQUIREMENTS FOR BIDDERS**

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;

Likewise, any missing documents as required in

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"

Philgeps Certificate of Registration and Membership

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):  
Registration Certificate;

Mayor's/Business Permit or its Equivalent Document;  
Tax Clearance;

## Audited Financial Statements.

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

### *Eligibility Requirement for Infra under:*

#### *Class A Documents*

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

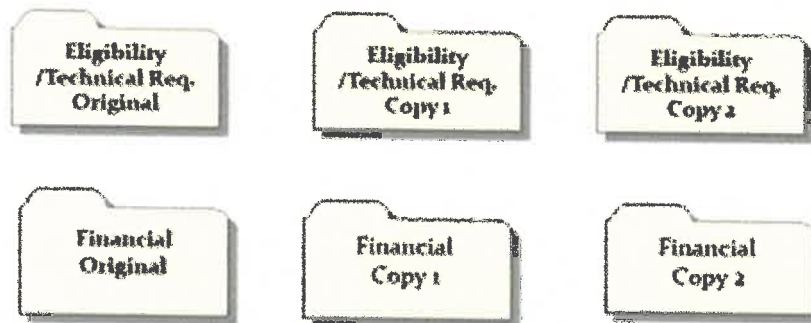
The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in an equivalent amount of **PhP 34,930.20**, 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 87,325.49**.

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.

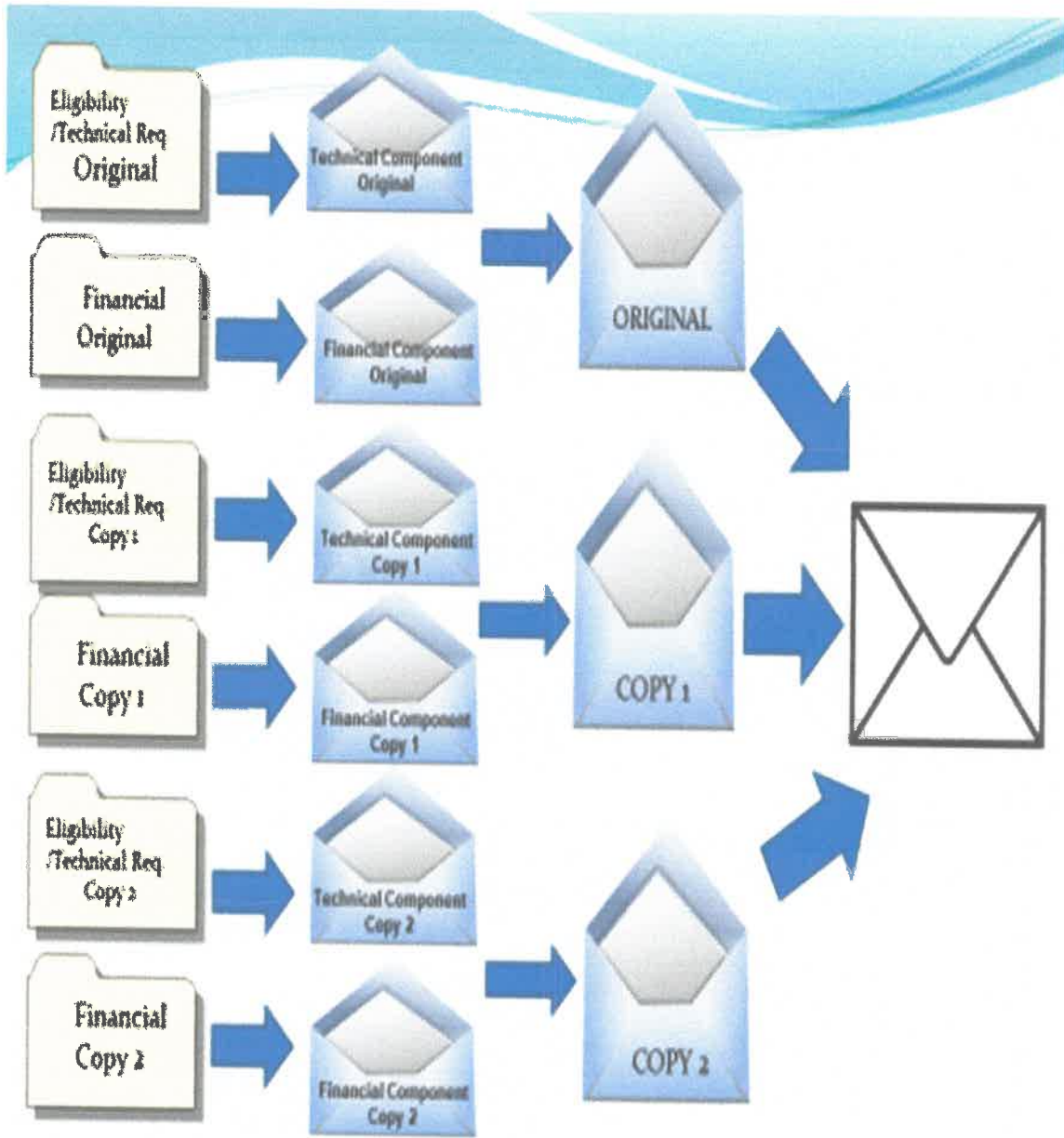


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/marking. The technical component should be separately fastened from the financial component.



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.



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.

#### ***E. 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 **17<sup>th</sup> of October, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **10:00 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 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018 to be procured.

#### ***F. Comments and Suggestions***

Ms. Madelyn Barnes and Ms. Maricris Palomar (TWG for office supplies) presented the **Two Hundred Forty-Seven (247)** items for the **consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter for 2018**. She informed the body that the said procurement will be purchased per items not by lot.

Dr. Mina informed the prospective bidder/s 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*.

**G. Adjournment:**

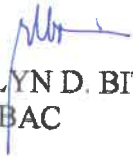
With no further instructions from the BAC and clarifications from the Bidders, the Pre-Procurement Conference was adjourned at 10:30 am.

Prepared by:



OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:



DR. MARLYN D. BITON  
Chairman, BAC