



Minutes of the Pre-Bid Conference for the Procurement of Technical and Scientific Equipment (Supply, Delivery, Installation and Training - Rebid)

Date: November 16, 2021

Time: 10:00 am to 11:25 am

Venue: Through Google Meet

Attendance:

Bids and Awards Committee:

1. Hazel R. Lagapa – Chairperson
2. Robinson S. Luzon – Vice Chairperson
3. Bernard O. Callao – Member
4. Lovely C. Bacara – Member
5. Junie Rov A. Enero – Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Gil M. Darcera – TWG Head
2. Lee Castor I. Canono – TWG Member
3. Jill Daryl C. Darcera – Member
4. Leira Ruth A. Fulgueras – Member
5. Kimber Celicious – Member
6. John Pierce O. Alintana – Member
7. Ronald Alan P. Tangcay – Member

BAC Secretariat:

1. Danny A. Sulit – Member

Prospective Bidders/s:

1. Glenn Lisanin – Norde International Distributors, Inc.
2. Adrian Hangho – Felta Multimedia, Inc.
3. Aries Ivan Bambico – Norde International Distributors, Inc.

Observer:

1. Voltaire Organo – Philippine Association of Chemistry Teachers

I- Call to Order

With the presence of quorum of the BAC members, TWG members, the **Pre-Bid Conference for the Procurement of Technical and Scientific Equipment (Supply, Delivery, Installation and Training - Rebid)** was called to order by the BAC Chair.

The BAC Chair acknowledged the presence of other BAC members, TWG, BAC Secretariat and the representatives of prospective bidders who attended the conference virtually.

There was a connection issue in presenting the invitation to bid and the BAC Sec Member, Mr. Sulit, the BAC Sec member sent the documents to the BAC Chair so she can present the documents herself.

II. Highlights of the Meeting

The BAC Chair read and presented the guidelines and requirements for bid participation emphasizing the following matters:

1. That the project's Approved Budget for the Contract (ABC) is **One Million One Sixty Thousand Pesos (P 1, 160,000.00)** for **Lot 1**; **One Million Eight Hundred Forty Thousand Pesos (P 1, 840,000.00)** for **Lot 2**; **One Million One Pesos (P 1, 000,000.00)** for **Lot 3**;
2. That the target delivery period is **90 calendar days**;
3. Bidders should have completed within **five (5) years** from the date of submission and receipt of bids, and a contract similar to the project.
4. That bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) NO. 9184;
5. A complete set of bidding documents may be acquired by interested bidders on **November 8, 2021 to December 1, 2021** from the given address and website and upon payment of the applicable fee for the bidding documents, pursuant to the latest guidelines issued by the GPPB, in the amount of **One Thousand Pesos (P 1,000.00)** for **each lot**.
6. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on **December 1, 2021, on or before 10:00 in the morning at the Student Services Division Chief Office, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;
7. That late bids shall not be accepted;
8. That all bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15;
9. That bid opening shall be on **December 1, 2021, at 10:01 in the morning at the Student Services Division Chief Office, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;

10. That PSHS-ZRC (BAC) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders;
11. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team Ms. Sherl Dianne S. Estoque;
12. The BAC Chair also presented the Bid Data Sheet.
13. That bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:
 - a. The amount of not less than **Twenty-Three Thousand Two Hundred Pesos (P23,200.00)** for **Lot 1**; **Thirty Six Thousand Eight Hundred Pesos (P36,800.00)** for **Lot 2**; **Twenty Thousand Pesos (P20,000.00)** for **Lot 3** , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
 - b. The amount of not less than **Fifty-Eight Thousand Pesos (P58,000.00)** for **Lot 1**; **Ninety-Two Thousand Pesos (P92,000.00)** for **Lot 2**; **Fifty Thousand Pesos (P50,000.00)** for **Lot 3**, if bid security is in Surety Bond.
14. The BAC Chair also presented the Checklist of Technical and Financial Documents.
15. The BAC Chair initially read the background and rationale of the project.
16. The Member of the TWG, Mr. Lee Castor Canono presented the Technical Specifications/Terms of Specifications for Lot 1.
17. The Member of the TWG, Mr. Kimber Celicious presented the Technical Specifications/Terms of Specifications for Lot 2.
18. The Member of the TWG, Ms. Jill Daryl Darcera presented the Technical Specifications/Terms of Specifications for Lot 3 as well as the other requirements.

III. Discussions, Queries and Concerns

- a. The BAC Chair discussed the Two-Envelope System;
- b. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components;
- c. The following are significant matters reiterated by the BAC Chair during the presentation of checklist of technical, financial and the two-envelope system:
 1. Submission of bidding documents must be manual to the BAC Sec;
 2. Submission of bidding documents should only be done by an authorized person/representative. School Guards are there to guide where to drop/hand over the bidding documents. For those bidders coming from far places, in case the bidding

documents will be submitted through courier, it is advised to instruct the courier to submit/hand over the bidding documents personally to the BAC Sec;

3. Special Power of Attorney (SPA) or authorization letter is no longer required upon dropping of bidding documents;
 4. Virtual presence of representatives of the prospective bidders during the opening is allowed.
- d. Mr. Lisanin asked about the other requirements and if they can send an e-mail for clarifications to the BAC in regard to the terms of specifications;
 - e. The BAC Chair said that the prospective bidders may inquire from BAC Sec about the terms of specifications through e-mail;
 - f. Mr. Lisanin again asked about other requirements specifically if they are required to participate in other lots;
 - g. The BAC Chair reread the other requirements and asked Mr. Lisanin about his concerns;
 - h. Mr. Lisanin asked about the documents which are required to submit.
 - i. The BAC Chair explained that the documents required to submit depends on the lot to bid by the prospective bidders;
 - j. Mr. Lisanin said that on the Lot 2, they are planning to bid for two items and they are not able to comply with some certifications required for some items. His query was about if they can bid some items which are not highly technical without complying with some certifications;
 - k. Mr. Celicious expounded that based on the previous procurement, the TWG required the calibration and preventive maintenance as part of the contract and upon the arrival of the items on site, the TWG requires certification since it is required by our external audit in the ISO audit;
 - l. The BAC Vice Chair, Mr. Luzon added that usually the supplier should have a certification of distributorship;
 - m. Mr. Glenn Lisanin expressed that they respect the requirements and may be could no longer participate in the bidding of Lot 2;

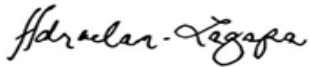
Since there were no other matters discussed, the **Pre-Bid Conference for the Procurement of Technical and Scientific Equipment (Supply, Delivery, Installation and Training - Rebid)** was then adjourned at 11:25 in the morning.

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair