



BIDS AND AWARDS COMMITTEE SPECIAL MEETING

February 24, 2021 (*Wednesday*), 10:00 AM
BAC Conference Room

MINUTES OF THE MEETING
Pre-bid Conference

I. Attendance

Present:

BAC

- | | |
|------------------------------------|---------------|
| 1. Ms. Ma. Lourdes B. Alba | -- Chair |
| 2. Atty. Jules Christian D. Marcos | -- Vice Chair |
| 3. Engr. Antonio Angelo J. Limbaga | -- Member |
| 4. Engr. Oscar T. Alburo | -- Member |
| 5. Mr. John Paul S. Alvarez | -- Member |
| 6. Engr. Catherine D. Falcasantos | -- Member |

Secretariat

- | | |
|------------------------------|---------|
| 1. Ms. Carolina E. Tejero | -- Head |
| 2. Ms. Jovelyn I. Legaspi | |
| 3. Mr. Joerland Jansen Reyes | |

Technical Working Group (TWG)

- | | |
|---|---------------------------|
| 1. Ms. Pilar J. Velario | -- Chemical |
| 2. Engr. Monira O. Kamlan (<i>Online</i>) | -- Information Technology |

End-Users

- | | |
|--------------------------|---------------------|
| 1. Mr. Alfredo Montero | -- Supply Office |
| 2. Mr. Eric Alfaro | -- Registrar Office |
| 3. Dr. Riah R. Barcelona | -- ILS-HS |
| 4. Mr. Mark Flores | -- MISTO |
| 5. Mr. Luis Sunga | -- MISTO |

Observers/Guests

- | | |
|---|--------------------------|
| 1. Hanna Vanessa Maglasang | -- COA (<i>online</i>) |
| 2. Representative from DICT (<i>online</i>) | |

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Prospective Bidders

- | | | |
|-----------------------------------|----------|-------------------------------|
| 1. Kelvin John Pilar | | - Spuds Enterprises |
| 2. Pres Calisang | | - Spuds Enterprises. |
| 3. Richard Alabata | | - ZC Filipinas Furniture |
| 4. Albert P. Lim | | - Phone Patch |
| 5. Sanaida Ramirez | | - Phone Patch |
| 6. Manuel B Luna | | - Freedom Comm'l. Printer |
| 7. Glenee Ghane Gepiga | | - RC Lim Marketing |
| 8. Noreen Tan | | - Chloe's Grafix Factory |
| 9. Bryan Buenaventura | | - Lenin Computer System, Inc. |
| 10. Fel Pan | | - Lenin Computer System, Inc. |
| 11. Allan Loyd Tan | | - Chloe's Grafix Factory |
| 12. Braian M. Pelayo | | - Pelcom Trading |
| 13. Denisharose Morera | (online) | - Ceejays |
| 14. John Villaronza | (online) | - Pronet |
| 15. Marilou Moreno | (online) | - Pronet |
| 16. Kai Panggay | (online) | - Pronet |
| 17. Mary Grace Ann V. Licot | (online) | - CDOC |
| 18. Representative from Greenergy | (online) | |

BAC Staff

1. Raquel Q. Salatan
2. Mary Claire A. Millan
3. Cyril Mae D. Garcia
4. Reagan S. Abanto
5. Nurben V. Borromeo

II. Call to Order

The Chairperson called the meeting to order and led the prayer at exactly 10:31 AM. A quorum was determined by the head of the Secretariat, Ms. Tejero, and announced that all BAC members were present. She proceeded to acknowledge the presence of the members of TWG, Secretariat, Guest observers from COA, End-Users, and the prospective bidders.

III. Review/Approval of the Agenda

Chairperson reviewed the agenda for Pre-bid Conference;

1. PR-21-01-018 – Supply and Delivery of Various Tables and Chairs for the University
ABC: Php. 2,667,800.00
2. PR-21-01-030 – Supply and Delivery of Security Paper for TOR and Diploma for the University
ABC: Php. 3,100,000.00
3. PR-21-02-053 – Supply and Delivery of Tower and Rack mount Server for the University
ABC: Php. 2,300,000.00

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Member Alvarez moved for the adoption and approval of the agenda, and was duly seconded by member Alburo.

IV. Reading and Approval of the Minutes of previous Meeting

It was requested by the BAC Chair to dispense the reading of the minutes of previous meeting (*February 18, 2021*).

V. Agenda Proper

A. Pre-Bid Conference for Goods.

1	PR No.	21-01-018
	Particulars	Supply and Delivery of Various Tables and Chairs for the University
	ABC	Php. 2,667,800.00
	Discussion/Agreements	<ul style="list-style-type: none"> - The Chairperson reminded everyone that this is the opportunity for the prospective bidders to request or ask for clarifications or queries about the bidding documents. - For <i>item # 2 – Steel Classroom Armchair</i>. Representative from RC Lim asked if the armchair is made of steel, the end-user showed a pictures of the design of the chair, the armchair is made of wood, only the frame of the chair is made of steel. Representative from Filipinas Furniture also asked if what kind of steel will be required, member Limbaga said it should be iron steel angle bar materials. - For <i>item # 3 – Rectangular Table</i>. Representative from Filipinas Furniture asked if what will be the unit for the dimension of Rectangular Table, Member Limbaga answered that the unit should be feet with 2.5' height. - For <i>item # 5 – Visitor's Chair</i>. Representative from RC Lim asked if the backrest and seat of the visitor's chair is made of fabric or leatherette, the chairperson suggested that better if the backrest and seat of the visitor's chair is made of fabric. - For <i>item # 11 – Office Table with Glass top</i>. Representative from Filipinas Furniture asked if possible to increase the ABC for this item since glass top is quite expensive. Chairperson stressed out that this is already in the approved APP and the ABC cannot be changed, however, the BAC members take cognizant of the manifestations of the representative from Filipinas Furniture. - For <i>item # 13 – Classroom Table</i>.

	<p><i>For Bid Bulletin</i></p>	<p>Representative from RC Lim asked if the classroom table is made of wood or metal, BAC members said it should be made of wood.</p> <ul style="list-style-type: none"> - Item # 2 Indicate <i>steel angle bar</i> in the specifications - Item # 3 Dimensions: <i>4 feet x 8 feet</i> Height: <i>2.5 feet or 30 inches</i> - Item # 5 Remove <i>wooden table with table top coated with phenolic resin</i> <i>Painted cast aluminium</i> <i>Made of fabric – back rest and seat</i> - Item # 10 Include in the specifications – <i>Mahogany finish</i> <i>With 7 drawers – one (1) center drawer</i> <i>Three (3) drawers on the left side with Lock</i> <i>Three (3) drawers on the right side with lock</i> - Item # 11 Include in the specifications – <i>Narra finish</i> <i>With front cover</i> <i>With 7 drawers – one (1) center drawer</i> <i>Three (3) drawers on the left side with Lock</i> <i>Three (3) drawers on the right side with lock</i> - Item # 12 Include in the specifications – <i>Narra finish</i> <i>With front cover</i> - Item # 13 Remove <i>metal</i> <p>BAC Chairperson reminded the prospective bidders to read the important notice to bidders stipulated in the Invitation to bid posted in the PhilGeps before submission of all necessary or required documents to the BAC Office. She added that bid submission will be on or before March 9, 2021 at 10 AM at the BAC Office.</p>
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2	PR No.	21-01-030
	Particulars	Supply and Delivery of Security Paper for TOR and Diploma for the University
	ABC	Php. 3,100,000.00

Discussion/ Agreements.	<ul style="list-style-type: none"> - Representative from Chloe's Grafix Factory asked if the end-user will provide them a sample copy of the security paper of the TOR and Diploma. Vice Chair Marcos suggested to the end-user to mark sample in the security paper before giving a sample copy to the prospective bidders for security purposes. The end-user also emphasized that prospective bidders should follow the given design of the security paper for TOR and Diploma provided by the university. - Representative from Chloe's Grafix Factory also asked if how fast is the payment of WMSU to the supplier, Chairperson answered that if the supplier follow the required timeline for the delivery of the items, WMSU can pay them on time. <p>BAC Chairperson reminded the prospective bidders to read the important notice to bidders stipulated in the Invitation to bid posted in the PhilGeps before submission of all necessary or required documents to the BAC Office. She added that bid submission will be on or before March 9, 2021 at 10 AM at the BAC Office.</p>
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3	PR No.	21-02-053
	Particulars	Supply and Delivery of Tower and Rack mount Server for the University
	ABC	Php. 2,300,000.00
	For bid bulletin	<ul style="list-style-type: none"> - <i>For item # 1 – Tower Server</i> Chipset: Latest intel C620 Series "Lewisburg" chipset Memory: 32 GB Hard Disk: 2 x 2.5" Hot swap HDDs @ 500 GB each SAS Warranty: at least 2 years warranty - <i>For item # 2 – Rackmount Server</i> Form factor – 1U Rack Mount, 4 x 16bps LAN Two (2) SAS 2 x 2 TB; 2.5" Hot swap/redundant drives Two (2) x 250 GB SSD 2.5" Memory: 64GB DIMMs Warranty: at least 2 years warranty - ABC: Php. 1,800,000.00 - Delivery Period: 45 calendar days from the receipt of PO/NTP

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Vice Chair Marcos reminded the prospective bidders to follow the format required by the GPPB in submitting the bid documents. He also added that bid

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supplement will be issued or posted to whatever agreed during the pre-bid conference. He also emphasized to the prospective suppliers that BAC follow the provisions of RA 9184, and avoided performing any illegal, unlawful and similar acts in the conduct of the procurement, and that BAC do not tolerate any fixer or any unlawful acts in relation to the procurement. If the supplier have any queries with regards to the procurement, they can do their query in writing and may email their query so that the BAC can officially response to them. Vice chair Marcos thanked the prospective or interested suppliers for participating in the pre-bid conference.

The Chairperson also thanked the prospective bidders participated through online.

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VI. Adjournment

BAC Meeting was adjourned at exactly 11:45 A.M. Vice Chair Marcos moved for the adjournment of the BAC meeting and was duly seconded by member Falcasantos.

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Prepared by:

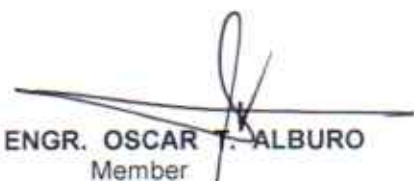

JOVELYN I. LEGASPI
BAC Secretariat

Attested by:


CAROLINA E. TEJERO
Head, BAC Secretariat

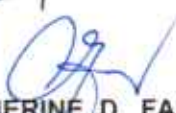
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Concurred


ENGR. OSCAR T. ALBURO
Member


ENGR. ANTONIO ANGELO B. LIMBAGA
Member

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ENGR. CATHERINE D. FALCASANTOS
Member

MR. JOHN PAUL S. ALVAREZ
Member

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ATTY. JULES CHRISTIAN D. MARCOS
Vice-Chair

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MA. LOURDES B. ALBA
Chair