

Standard Form Number: SF-INFR-32
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Republic of the Philippines
University of the Philippines Baguio
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MINUTES OF PRE-BID CONFERENCE

Present were:

VCA Jessica K. Cariño, BAC Chair	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Ms. Rodolfo T. Suyat, TWG
Prof. Jocelyn Rafanan, Member	Ms. Irene J. Enriquez, Head Secretariat
Prof. Arellano A. Colongon, Jr., Member (on leave)	Mr. Mar P. Viernes, Secretariat
Ms. Gloria Q. Rodriguera, Member	Ms. Segrid Yan A. Bucagan, Secretariat
Mr. Bobby Montañez, Mind Mover Publishing House, Inc.	

The Pre-bid Conference for Supply and Delivery of Assorted Books for the UP Baguio Library, held at the Chancellor's Board Room, was called to order at 3:03 PM of 7 October 2019, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

1. Business Matters


- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 28 September 2019;
- Approved Budget for the Contract is PhP 1,639,055.78;
- Funding source for the project are the following:
 - GAA 2019 PhP 576,919.12
 - Several Library funds under Revolving Fund PhP 1,062,136.66;
- The project will be bidded out in One (1) lot, but suppliers are allowed to submit partial bids because as per market study, no supplier can bid for all the items;
- The project is composed of Three Hundred Twenty One (321) books;
- The binding of the books is indicated in Section VI (Schedule of Requirements);
- Bid Documents can be paid directly at the Cash Office at the cost of PhP 2,000.00;
- Any bid that will exceed to the ABC will be outrightly disqualified;
- Delivery period is Thirty to Forty Five (30-45) Calendar Days;
- Submission of bids is 9:00 AM of 21 October 2019;
- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Opening of Bids is 3:00 PM of 21 October 2019 at the Chancellor's Board Room;
- Checklist is part of the bidding documents. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 21 October 2019;
- If bidders cannot submit the PhilGEPS Platinum Certification, Class "A" Legal documents can be submitted;
- Bidders can opt to submit a Committed Line of Credit instead of Net Financial Contracting Capacity. The Committed Line of Credited should be issued by a Commercial or Universal Bank;
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained.
 - The Bid Security can be either Cash or Manager's Check which is 2% of the ABC, Surety Bond which is 5% of the ABC, and/or a notarized Bid Securing Declaration

- Omnibus Sworn Statement will ensure that the Bidding Process will be fair and transparent;
- Templates are provided for the following:
 - Statement of all its ongoing government and private contract, including contracts awarded but not yet started (SF-GOOD-13a, Page 116)
 - Statement of Single Largest Completed Contract which is similar in nature (Page 117)
 - Omnibus Sworn Statement (Page 107-109)
 - Bid Securing Declaration (Page 110-111)
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid;
- All signatures in the Financial Bid Documents for both the Original and Copy 1 should be original;
- Bid Submission will be at Supply Property Management Office (SPMO);

2. Noted comments/reactions from the BAC representatives and prospective bidders:

- VCA Cariño emphasized the following:
 - All offers should comply with the minimum specifications stated in the Technical Specification in Section VII of the Philippine Bidding Documents;
 - All of the pages of the financial proposal should be signed by duly authorized representative/s;
 - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
 - Non-submission of any documents prescribed in the checklist may lead to disqualification;
 - No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process;
 - If you have queries about the project, prospective bidders can e-mail at bac.upbaguio@up.edu.ph or call at (074) 446-9973 on or before 11 October 2019 and the BAC will be responding not later than 14 October 2019.

Prepared by:


 Segrid Yan A. Bucagan
 BAC Secretariat

Noted by: -


 VCA Jessica K. Cariño
 BAC Chairman

The BAC Secretariat shall record the minutes of the pre-bid conference and shall be made available to all participants not later than Five (5) calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issues discussed and the corresponding responses to said issues.