

BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,
CP Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: chedbac@ched.gov.ph

MINUTES OF PRE-PROCUREMENT CONFERENCE

PROCUREMENT OF OFFICE FURNITURE FOR UNIFAST OFFICE

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
October 30, 2018; 10:00 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chair
DIR. LUISA S. VALENCIA	- Vice-Chair
ATTY. JOSELITO C. ALISUAG	- Member
DIR. NELSON G. CAINGHOG	- Member
ATTY. SEPTON B. DELA CRUZ	- Member

TWG-OGS

MS. APOLONIA R. VIVO	- Head
MS. EVA M. PASIGPASIGAN	- Member
MS. DIANA C. AGUILAR	- Member
MR. GREGORIO ATIENZA	- Member

SECRETARIAT

MR. NELSON E. ESPINA	- Head
MR. ARTEMIO S. CAPELLAN, JR.	-Member
MS. BEATRIZ D. PASCUAL	-Member
MS. DINA L. ABRENICA	-Member
MS. DESIREE P. VERDEFLOR	- Member

CONSULTANT

MS. EVELYN V. MOJICA

END-USER

ATTY. CARMELITA YADAO-SISON	- OIC, Director IV, UNIFAST Secretariat
MS. VIOLETA B. GALO	- Consultant, UNIFAST Secretariat

NOT PRESENT

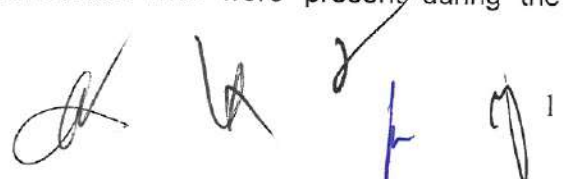
MS. YVET R. MADLANGSAKAY	- Member, Secretariat (on leave)
MS. SHIELA F. JALBUENA	- Member, TWG-OGS (on official travel)

I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 2:15 PM with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.

II. INTRODUCTION

Mr. Nelson E. Espina, Head, BAC Secretariat introduced the BAC members, TWG-OGS members, BAC Secretariat, end-users and Consultant who were present during the meeting.



III. BUSINESS MATTERS

a. Review PPMP and APP

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2018 with an approved Budget of Php 2,533,884.29

b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were prepared and properly deliberated.

c. Review, modify and agree on criteria for eligibility screening.

Criteria for eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bid Documents and the GPPB Regulations.

d. Review, modify and agree on criteria for evaluation of proposals.

Criteria for bid evaluation was in accordance with R.A. 918 and its 2016 Revised IRR and Bid Documents and the GPPB Regulations.

IV. AGREEMENTS

Ms. Violeta B. Galo, end-user as instructed by Atty. Jaro, BAC Chair, explained the technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/Action
Timelines	<ul style="list-style-type: none"> ➤ Pre-Procurement Conference - October 30, 2018 ➤ Posting in the Website of CHED, PhilGEPS & at conspicuous places - November 23- 30, 2018 ➤ Preparation of Bidding Documents- November 23 - December 17, 2018 ➤ Pre-bid Conference - December 3, 2018; 10:00 AM ➤ Submission of Bid - December 17, 2018; 9:00 AM ➤ Opening of Bid - December 17, 2018; 10:00 AM ➤ Presentation to BAC of the Result of Bid Evaluation - December 18, 2018 ➤ Post Qualification Evaluation - December 19, 2018 ➤ BAC approves Lowest Calculated and Responsive Bid - December 20, 2018 ➤ CEB approves the BAC recommendation of LCRB - December 21, 2018 ➤ Issuance of Notice of Award - December 26, 2018 ➤ Submission of Performance Bond- December 27, 2018 ➤ Contract Preparation and Signing - December 28, 2018 ➤ Issuance of the Notice to Proceed-December 29, 2018 	The BAC recommends the proposed procurement timelines
Technical specifications	<p>Lot 1. CHAIRS</p> <ul style="list-style-type: none"> ➤ EXECUTIVE CHAIR <ul style="list-style-type: none"> • High-backed w/ arm rest • Gas lifted for height adjustment • Black Leatherette cover/upholstery • Swivel and movable caster wheel • Chrome/Metal Star base • Weight capacity: >600 lbs. ➤ JUNIOR EXECUTIVE CHAIR <ul style="list-style-type: none"> • Mid-backed 	The BAC instructed the end-user of the following: 1. Markey Survey should include the detailed

	<ul style="list-style-type: none"> • Thick cushioned seat rest • Gas lifted for height adjustment • Black Meshed cover/upholstery • Swivel and movable caster wheel • Chrome/Metal Star base • Heavy Duty ➤ PANTRY CHAIR <ul style="list-style-type: none"> • Plastic Stackable Chairs • Full solid PP backrest and seater • Heavy Duty • 42L x 40W x 84Hcm ➤ OFFICE SOFA SET <ul style="list-style-type: none"> • 3-1-1 pieces • Black Leatherette cover • Sofa dimension: 3-Seater: L82" x W34" x H35" • Sofa dimension: 1-Seater: L44" x W34" x H35" x D22" ➤ VISITOR'S CHAIR <ul style="list-style-type: none"> • Mid-backed • Thick cushioned seat, back and arm rest • Black Leatherette cover/upholstery • Chrome/Metal base • Heavy Duty ➤ CONFERENCE CHAIRS <ul style="list-style-type: none"> • High-backed • Gas lifted for height adjustment • Black Leatherette cover/upholstery • Swivel and movable caster wheel • Chrome/Metal Star base <p><u>Lot 2. TABLES</u></p> <ul style="list-style-type: none"> ➤ EXECUTIVE TABLE (L-TYPE) <ul style="list-style-type: none"> • Wooden top in HPL laminated finish • 2.5 cm thickness with flat edging • Lockable drawers and cabinets • Steel center drawer • Steel mobile cabinet • Heavy duty • 150L x 70D + 100L x45D x75H cm ➤ JUNIOR EXECUTIVE OFFICE TABLE <ul style="list-style-type: none"> • Freestanding table • MDF / Metal • Flat edging • Steel frame and legs • Lockable drawer • 3 drawers • 140L x 60D 75H cm <p><u>Lot 3. CABINETS</u></p> <ul style="list-style-type: none"> ➤ LATERAL STEEL CABINET 5 LAYERS (OPEN) <ul style="list-style-type: none"> • Powder coated steel • Adjustable dividers • GA #20 • 850x400x1,850 mm ➤ LATERAL STEEL CABINET 4 LAYERS w/ Doors <ul style="list-style-type: none"> • Powder coated steel • Adjustable dividers • GA #20 • 88Wx40Dx176Hcm ➤ LATERAL STEEL CABINET 3 LAYERS (CLOSED) <ul style="list-style-type: none"> ➤ Powder coated steel • Adjustable dividers • GA #20 90Wx45Dx138Hcm • Built in handle and centralized lock • Heavy duty railings ➤ STEEL MOBILE PEDESTAL <ul style="list-style-type: none"> • 3 Layers 	<p>specifications.</p> <ol style="list-style-type: none"> 2. Re-submit the Purchase Request (PR) with the specifications required and the Market Survey. 3. Attached certifications from DBM-PS that the items to be procured is not available in the DBM-PS. 4. Preparation of the bidding documents and for presentation in the next BAC Meeting.
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	<ul style="list-style-type: none"> • 3 drawers • Powder coated steel • Built-in handle and centralized lock • Heavy duty railings • Swivel and movable caster wheel • 40W x 56.6 D x 65.5 H cm <p>➤ LATERAL STEEL CABINET 2 LAYERS (CLOSED) W/ HIDDEN VAULT</p> <ul style="list-style-type: none"> • 2 Layer cabinet • Powder coated steel • Adjustable dividers • GA #20 • 46W X 62D X 134Hcm • Heavy duty railings <p>➤ LAMINATED CABINET WITH SHELF AND DOOR</p> <ul style="list-style-type: none"> • Laminated finish 25 mm shelves, 16mm sides • 80L x 32W x 185Hcm <p>➤ OPEN SHELF CABINET</p> <ul style="list-style-type: none"> • Laminated finish 25 mm shelves, 16mm sides • 80L x 32W x 120Hcm 	
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V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 3:00 PM.


PREPARED BY:

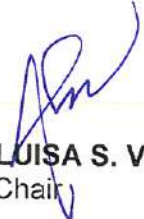

ARTEMIO S. CAPELLAN, JR.
 Member, BAC Secretariat

APPROVED BY:



ATTY. CINDERELLA FILIPINA BENITEZ-JARO
 Chairperson

REVIEWED BY:


NELSON E. ESPINA
 Head, BAC Secretariat


DIR. LUISA S. VALENCIA
 Vice-Chair


ATTY. JOSELITO C. ALISUAG
 Member


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