

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

Supply, Delivery and Installation of File Compactors for CHED Offices ABC: Php6,174,912.50

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
November 24, 2018; 7:30 P.M.

PRESENT	ATTENDANCE	DESIGNATION/OFFICE
BAC		
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Chair/Presiding Officer
ATTY. JOSELITO C. ALISUAG		- Member
DIR. NELSON G. CAINGHOG		- Member
ENGR. JUAN F. PURIRAN, JR.		- Provisional Member/End-user
TWG-OGS		
MS. APOLONIA R. VIVO		- Head
SECRETARIAT		
MR. NELSON E. ESPINA		-Head
MR. ARTEMIO S. CAPELLAN, JR.		-Member
MS. BEATRIZ D. PASCUAL		-Member
MS. YVET R. MADLANGSAKAY		-Member
CONSULTANT		
MS. EVELYN V. MOJICA		
NOT PRESENT		
DIR. LUISA S. VALENCIA		- Vice-Chair, BAC (on official travel)
ATTY. SEPTON B. DELA CRUZ		- Member, BAC (on official travel)
MS. DIANA C. AGUILAR		- Member, TWG-OGS
MS. SHIELA F. JALBUENA		- Member, TWG-OGS
MS. DINA L. ABRENICA		-Member
MS. DESIREE P. VERDEFLORES		- Member

I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 8:40 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, Secretariat 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 6,174,912.50

b. Determine the readiness of procurement:

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

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


Criteria of 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

Engr. Juan F. Puriran, Jr., 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 - November 24, 2018 ➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place - November 27 - December 4, 2018 ➤ Preparation of Bidding Documents - November 27 - December 17, 2018 ➤ Pre-bid Conference Bid Bulletin - December 5, 2018; 10:00 AM ➤ Submission of Bids - December 17, 2018; 9:00 AM ➤ Opening of Bids - 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 	<p>The BAC recommends the proposed procurement timelines</p> 

(Handwritten signatures and initials)

	<ul style="list-style-type: none"> ➤ Issuance of the Notice to Proceed - December 29, 2018 	
Technical Specifications	<ul style="list-style-type: none"> ➤ Delivery Place: HEDC Building, C.P. Garcia Avenue, U.P. Campus, Diliman, Quezon City ➤ Delivery and Installation Period: within 90 days after receipt of NTP ➤ Detailed Specifications: <ul style="list-style-type: none"> 6 bay Mobile compactor (462W X 1,800L X 2,186H) Budget Division - AFMS (1 set) 6 bay Mobile compactor (462W X 1,800L X 2,186H) HRD AFMS (1 set) 6 bay Mobile compactor (462W X 1,800L X 2,186H) Accounting - AFMS(1 set) 10 bay Mobile compactor (462W X 1,800L X 2,186H) GSD - AFMS(1 set) 6 bay Mobile compactor (462W X 1,800L X 2,186H) Executive Office (1 set) 10 bay Mobile compactor (462W X 1,800L X 2,186H) OPRKM (1 set) 5 bay Mobile compactor (462W X 1,800L X 2,186H) IAS (1 set) 5 bay Mobile compactor (462W X 1,800L X 2,186H) OIQAG(1 set) 6 bay Mobile compactor (462W X 1,800L X 2,186H) OSDS(1 set) ➤ Frame: 15-gauge metal plate with pigmented epoxy powder coating. ➤ Rail: 14-gauge metal plate with pigmented epoxy powder coating ➤ Shelve: 18-gauge metal plate with pigmented powder epoxy coating ➤ Structure: Mild steel ➤ Features: Anti tily, Central Locking, Steering Wheel with pull-out handle, Powder Epoxy Coating, Tracks. 	<p>The BAC instructed the end-user of the following:</p> <ol style="list-style-type: none"> 1. Preparation of the bidding documents and for presentation in in the next BAC Meeting.

V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 9:10 PM.

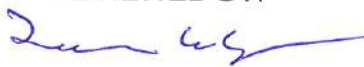
PREPARED BY:


ARTEMIO S. CAPELLAN, JR.
Member, BAC Secretariat

APPROVED BY:


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson

REVIEWED BY:


NELSON E. ESPINA
Head, BAC Secretariat


ATTY. JOSELITO C. ALISUAG
Member


DIR. NELSON G. CAINGHOG
Member


ENGR. JUAN F. PURIRAN, JR.
Provisional Member/End-user