

# 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](mailto:chedbac@ched.gov.ph)

## MINUTES OF THE OPENING OF BIDS

### PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR UNIFAST OFFICE (LOT 2) ABC: Php637,799.00

BAC Room, 2/F, HEDC Bldg.,  
C.P. Garcia Avenue,  
Diliman, Quezon City  
December 17, 2018; 10:00 A.M.

#### ATTENDANCE

##### PRESENT

##### DESIGNATION/OFFICE

##### BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chairperson/Presiding Officer
DIR. LUISA S. VALENCIA	-Vice-Chair
ATTY. JOSELITO C. ALISUAG	- Member
DIR. NELSON G. CAINGHOG	-Member
ATTY. SEPTON A. DE LA CRUZ	-Member

##### TWG-OGS

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

##### SECRETARIAT

MR. ARTEMIO S. CAPELLAN, JR.	-Member
MS. BEATRIZ D. PASCUAL	-Member
MS. YVET R. MADLANGSAKAY	-Member
MS. DINA L. ABRENICA	-Member
MS. DESIREE P. VERDEFLORES	-Member

##### CONSULTANT

MS. EVELYN V. MOJICA

##### END-USER

MR. HILSON GARCIA -UNIFAST Secretariat

##### COA OBSERVER

MR. ROMMEL B. MABUTE

##### PROSPECTIVE BIDDER/REPRESENTATIVE

MS. ALAIZA ZAPANTA	-DESIGN EXCELLENCE
MS. JONALYN OÑATE	-GAMMA LINES ENERPRISES

##### NOT PRESENT

MS. SHIELA F. JALBUENA	-Member, TWG-OGS (on official business)
MR. GREGORIO T. ATIENZA	-Member, TWG-OGS (on official business)
MR. NELSON E. ESPINA	-Head, Secretariat (on leave)



## 1. CALL TO ORDER

There being a quorum, the meeting was called to order at 11:50 AM with the BAC Chairperson, Atty. Cinderella Filipina S. Benitez-Jaro, presiding.

## 2. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER

Upon the instruction of the BAC Chairperson, Mr. Artemio S. Capellan, Jr., member of the Secretariat, presented the bidders who attended the bid opening. He introduced the BAC members, TWG-OGS members, BAC Secretariat, COA representative and end-user who were present during the bid opening.

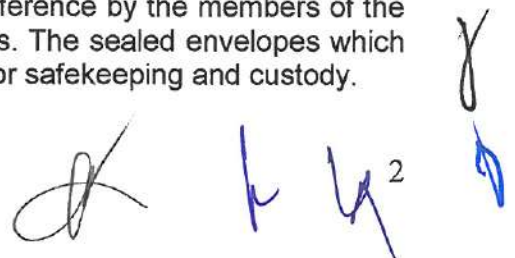
In addition, Mr. Capellan, informed the Committee that invitations were sent to the COA representative and to three (3) GPPB- recognized Observers namely, Mr. Vicente T. Lazatin, Executive Director-Transparency Accountability Network (TAN), Mr. Crisanto S. Frianeza, Secretary-General, Philippine Chamber of Commerce and Industry (PCCI) and Ms. Imelda Carillo, Philippine Institute for Supply Management (PISM). Said invitations were confirmed received by the invited observers. However, only the COA representative attended the bid opening.

He mentioned also the seventeen (17) companies who browsed the invitation and the bidding documents posted at the PhilGEPS website per attached Document Request List, namely: (a) See Manufacturing Contractor, (b) Gamma Line Enterprises Technology Corporation, (c) MYZ Alta Muebles Enterprises, (d) Roseco Marketing Ventures, (e) Design & Function Incorporated, (f) Distinctive Blinds & Office Systems, Inc. (g) Design Excellence Home & Office System Co., (h) Taeyoung International Corp., (i) Progress Home & Office Furnishings- Manila, (j) TJTF Trading, (k) LBPI Design International Inc., (l) Filcrafters Incorporated, (m) Unicom Office Designs, (n) Progress Home & Office Furnishings – Quezon, (o) CubixOffice Inc.,(p) NSB Engineering Design and Fabrication (q) JAHA General Interiors. However, only Design Excellence Home & Office System Co., and Gamma Line Enterprises, availed of the bidding documents for Lot 2 - Various Type of Chairs and submitted the technical and financial bid documents including the Financial bid envelope.

## 3. OPENING OF THE FIRST ENVELOPES (ELIGIBILITY DOCUMENTS/, EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS

Upon the instruction of the BAC Chairperson, the Secretariat presented to the BAC the sealed envelopes submitted by Design Excellence Home & Office System Co. and Gamma Line Enterprises which contained each bidder's proposals. The BAC Chairperson consecutively opened the **sealed envelopes** in public and requested the assistance of the members of the Technical Working Group for Other Goods and Services (TWG-OGS) to evaluate the technical components of the bid including the eligibility requirements.

Each bidder's envelopes were consecutively opened and the name/label was read. The documents inside the envelopes which were marked "**original copy**" of the technical components of the bid including the eligibility requirements were forwarded to the members of the BAC for affixing of their initials in each page. The documents inside the envelopes which were marked "**copy 1**" were used as reference by the members of the TWG-OGS for eligibility checking and evaluation purposes. The sealed envelopes which were marked "**copy 2**" were entrusted to the Secretariat for safekeeping and custody.



Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

**LOT 2 – Various Type of Chairs**

NAME OF BIDDER	Bid Security	EVALUATION RESULT (Eligibility based on the Technical Requirements)
Design Excellence Home & Office System Co.	Bid Securing Declaration	Passed
Gamma Line Enterprises	Bid Securing Declaration	Passed

The BAC, upon checking of the technical component of the bid and eligibility requirements found the bids of Design Excellence Home & Office System Co. and Gamma Line Enterprises as complying with the technical component and eligibility requirements and declared "passed".

**4. OPENING OF THE SECOND ENVELOPES (FINANCIAL PROPOSAL), EXAMINATION OF FINANCIAL PROPOSAL AND DETERMINATION OF RESPONSIVENESS AND READING OF FINANCIAL PROPOSAL AND THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

The BAC Chairperson consecutively opened the second envelopes which were marked "original copy" which contained the financial bid component of Design Excellence Home & Office System Co and Gamma Line Enterprises and forwarded to the members of the BAC for affixing of their initials in each page. The documents inside the envelope which were marked "copy 1" were used as reference by the members of the TWG-OGS for checking and evaluation purposes. The sealed envelopes which were marked "copy 2" were entrusted to the Secretariat for safekeeping and custody.

Hereunder is the Abstract of Bids on the evaluation of the first and second envelopes relative to the Procurement of Various Office Furniture for UNIFAST Office (Lot 2), with an ABC of Php637,799.00, as follows:

**Lot 2: ABC: Php637,799.00**

NAME OF BIDDER	FINANCIAL	
	As Read	As Calculated
Design Excellence Home & Office System Co	Php483,500.00	Php483,500.00
Gamma Line Enterprises	Php420,146.00	Php420,146.00

**5. TECHNICAL WORKING GROUP FOR OTHER GOODS AND SERVICES RECOMMENDATION**

The bid proposal of Gamma Line Enterprises after having "passed" the technical evaluation, and their financial bid is within the Approved Budget for the Contract (ABC), was recommended as the "Lowest Calculated Bid", subject to post-qualification evaluation.

The BAC acknowledged the recommendation and upon deliberation, approved to declare the bid of Gamma Line Enterprises as the "Lowest Calculated Bid" subject to post qualification evaluation and instructed the TWG-OGS to report the result of the post qualification in the next BAC Meeting.

**6. COMMENTS/REACTION FROM THE BAC AND THE BIDDER**

The BAC informed the representative of Gamma Line Enterprises that their bid was declared as the Lowest Calculated Bid and shall undergo post-qualification evaluation and will be notified on the schedule of post-qualification.

**7. ADJOURNMENT**

There being no other matter to discuss, the opening of bids was adjourned at 12:40 P.M.


PREPARED BY:

  
**ARTEMIO S. CAPELLAN, JR.**  
Member, BAC Secretariat

APPROVED BY:

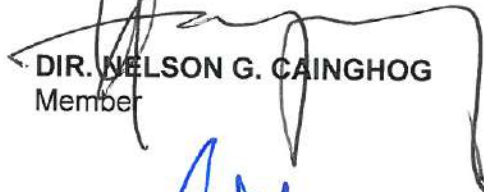
  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Chairperson, Presiding Officer

REVIEWED BY:

  
**NELSON E. ESPINA**  
Head, BAC Secretariat

  
**DIR. LUISA S. VALENCIA**  
Vice-Chair

  
**ATTY. JOSELITO C. ALISUAG**  
Member

  
**DIR. NELSON G. CAINGHOG**  
Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
Member