

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 THE OPENING OF BIDS

PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR UNIFAST OFFICE (LOT 3) ABC: Php784,790.00

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

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) |



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1. CALL TO ORDER

There being a quorum, the meeting was called to order at 12:40 PM with the BAC Chair, 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 bidder 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.

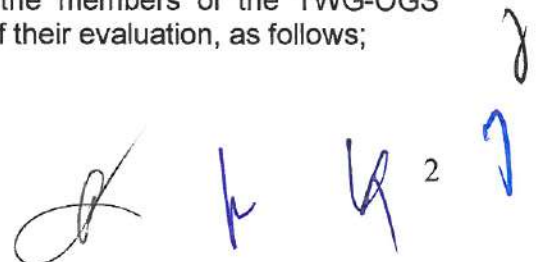
He mentioned also the seventeen (17) companies who browsed the invitation and the bidding documents posted at the PhilGEPS website per attached Document Request List, namely: (a) See Manufacturing Contractor, (b) Gamma Line Enterprises Technology Corporation, (c) MYZ Alta Muebles Enterprises, (d) Roseco 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., availed of the bidding documents for Lot 3 – Various Type of Table and submitted the technical and financial bid documents including the Financial bid envelope.

3. OPENING OF THE FIRST ENVELOPE (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 envelope submitted by Design Excellence Home & Office System Co. The BAC Chairperson opened the **sealed envelope** 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.

The bidder's envelopes were opened and the name/label was read. The documents inside the envelope which was marked "**original copy**" of the technical components of the bid including the eligibility requirements was forwarded to the members of the BAC for affixing of their initials in each page. The documents inside the envelope which was marked "**copy 1**" was used as reference by the members of the TWG-OGS for eligibility checking and evaluation purposes. The sealed envelope which was marked "**copy 2**" was 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 3 – Various Type of Table

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

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

4. OPENING OF THE SECOND ENVELOPE (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 opened the second envelope which was marked **"original copy"** which contained the financial bid component of Design Excellence Home & Office System Co. and forwarded to the members of the BAC for affixing of their initials in each page. The documents inside the envelope which was marked **"copy 1"** was used as reference by the members of the TWG-OGS for checking and evaluation purposes. The sealed envelope which was marked **"copy 2"** was 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 3 – Various Type of Table), with an ABC of Php784,790.00, as follows:

Lot 3: ABC: Php784,790.00

| NAME OF BIDDER | FINANCIAL | |
|--|---------------|---------------|
| Design Excellence Home & Office System Co | As Read | As Calculated |
| | Php784,700.00 | Php770,700.00 |

5. TECHNICAL WORKING GROUP FOR OTHER GOODS AND SERVICES RECOMMENDATION

The bid proposal of Design Excellence Home & Office System Co. after having **"passed"** the technical evaluation and their financial bid is within the Approved Budget for the Contract (ABC), was recommended as the **"Single Calculated Bid"**, subject to post-qualification evaluation.

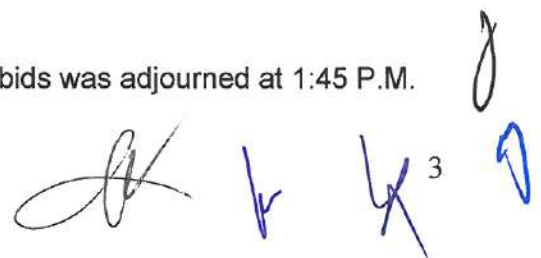
The BAC, acknowledged the recommendation and upon deliberation, approved to declare the bid of Design Excellence Home & Office System Co. as the **"Single Calculated Bid"** subject to post qualification evaluation and instructed the TWG-OGS to report the result of the post qualification in the next BAC Meeting.

6. COMMENTS/REACTION FROM THE BAC AND THE BIDDER

The BAC informed the representative of Design Excellence Home & Office System Co. that their bid was declared as the Single 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 1:45 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