



Bids & Awards Committee

MINUTES OF PRE-BID CONFERENCE

October 04, 2019; 2:10 PM

SUPPLY & DELIVERY OF INTRAMURAL MEET T-SHIRTS

Present:

- | | |
|---------------------------|--|
| EPHRAIM L. CALOPE | -BAC Chairperson |
| TAMAR B. MEJIA, JR. | -BAC Vice-Chairperson |
| JIMSON A. OLAYBAR | -BAC Member - Goods & Services |
| CHARITO V. RUFIN | -BAC Alternate Provisional Member |
| JOSEPHINE C. SUMABAT | -BAC Provisional Member – <i>End-user Representative</i> |
| LYCA P. MORDENO | -SSR Representative |
| BERNARDITA G. LORA | -Observer |
| MAXIMO M. MARTILLANA, JR. | -SSR Adviser |
| JEFFREY AMPALAYO | -SSR Senator |
| JADE C. PALOGA | -SSR Treasurer |

Other Present:

- | | |
|-----------------------|---------------------------|
| RODERICK ALMOSA | -Mr E Trading Enterprises |
| MANOLO M. SIERVO, JR. | -Uniform Solutions |

HIGHLIGHTS OF PROCEEDINGS:

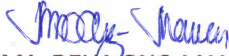
- The meeting was called to order at 2:10 in the afternoon. Mr. Calope welcomed the body and acknowledged the presence of the members of the Bids & Awards Committee, the representatives of the prospective bidders, as well as the Observers. He informed the body that the agenda is the Pre-bid Conference for the Supply & Delivery of Intramural Meet T-shirts with an Approved Budget for the Contract (ABC) of EIGHT HUNDRED THOUSAND PESOS (₱800,000.00).
- The floor was given to Ms. Lyca Mordeno, SSR representative to discuss the technical specifications of the t-shirts to be procured. To wit:
 - ✓ **Quantity** (based on the PPMP) - 4,000 pieces of t-shirts @₱200.00/piece
(quantity is expected to increase based on the officially enrolled students)
 - ✓ **Cloth** - cotton
 - ✓ **Design & Color Combination** - as provided in the bidding documents
White vertical design on the right side should not be printed only, rather shall be a white cloth attached/sewn
 - ✓ **Sizes** - will be given to the winning bidder during the issuance of the Notice of Award
 - ✓ **Delivery Schedule** - on or before October 22, 2019

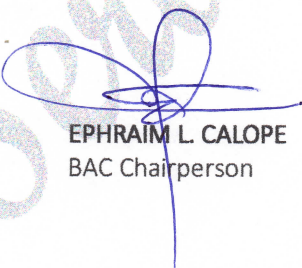
- 1 ➤ In the event that the winning bidder failed to deliver the t-shirts as scheduled, liquidated damages
- 2 shall be imposed and shall be a ground for blacklisting.
- 3
- 4 ➤ Source of Funds – Income (Business Related Funds)
- 5
- 6 ➤ Opening of Bids - October 16, 2019 at 9:30 in the morning
- 7 (issue Supplemental/Bid Bulletin No. 2)
- 8
- 9 ➤ Mr. Calope informed the body that bid price will not be the sole basis for evaluation. The BAC with
- 10 the assistance of the SSR officers as the ultimate end-users will look into the quality and
- 11 workmanship based on the sample presented during the opening of bids for evaluation purposes
- 12 and the most beneficial offer will be declared as the lowest calculated responsive bid (LCRB)
- 13

14 **Adjournment**

15
16 There being no other matters to be discussed, the Pre-bid Conference was adjourned at 2:05 in the

17 afternoon.
18
19 Certified true and correct:

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21
22 
23 **MA. DELIA ONG-MANCA**
24 BAC Secretary

25
26
Attested: 
EPHRAIM L. CALOPE
BAC Chairperson