



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN

**PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)**

East Avenue cor. NIA Road, Diliman, Quezon City

**LRA-Bids and Awards Committee
for Non-Infrastructure (BAC for Non-Infra)
Minutes of the Meeting
22 August 2024 - 09:00 AM-12:00 NN
5th Floor LRA Multipurpose Hall and via Zoom**

ATTENDEES:

BAC MEMBERS

Chairperson : Ms. Mary Jane G. Ysmael
Vice-Chairperson : Mr. Angelo Chris Luis M. Dellosa (*online*)
Members : Ms. Christina V. Pagtulingan (*online*)
Ms. Meilina F. Pangdan (*online*)
Atty. Jayferson F. Medrano (*online*)
Atty. Cheran Ricardo S. Cabrito, Jr. (*absent*)

TECHNICAL WORKING GROUP

Head : Mr. Nestor I. Misalucha
Assistant Head : Atty. John Paul H. Hidalgo
Members : Mr. Sherwin N. Sanchez
Mr. Marion C. Jay Estacio (*online*)
Ms. Grace Ann A. Lico (*online*)

SECRETARIAT

Head : Atty. May B. Bongalon
Assistant Head : Atty. Roman G. Idica
Members : Ms. Maria Rudylyn A. Cebrero
Ms. Nonette Khalil Amparo (*on leave*)
Ms. Eunalize E. Zapanta
Ms. Bernadette D. Uraga (*on leave*)
Ms. Princess Mae A. Camiloza
Ms. Marien M. Zafe
Ms. Jamie Lou E. Magboo - Technical Assistant I

End – User : Mr. Noel Sabariza (Property and Supply Section)

AGENDA NO. 1 : Pre-Bid Conference for the Supply and Delivery of Documentary Boxes, Data Folders 14”, Data Folders 19”, Data Folders Spanish 22”, Plastic Envelopes, and Vertical Folders (6 Lots)

Prospective Bidder/s:

1. SPH International Corp;
2. BMK Office Supplies Trading; and
3. JEC Multi Trade Office and School Supplies.



Observers Present:

Mr. Jose Mari G. Santos of the Commission on Audit was present during the Pre-Bid Conference.

CALL TO ORDER:

Upon confirmation of the existence of a quorum and subsequent to the roll call of Ms. Mary Jane G. Ysmael (Ms. Ysmael), LRA-BAC Chairperson, the meeting was called to order at 9:23 A.M.

DISCUSSION OF THE AGENDA:

The Chairperson then acknowledged the presence of the prospective bidders namely, (1) **CIM Technologies Inc.**, (2) **BMK Office Supplies Trading**, and (3) **JEC Multi Trade Office and School Supplies**.

Under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bidding Conference. For this project, the total Approved Budget for the Contract (ABC) is **Seven Million Four Hundred Sixteen Thousand Seven Hundred Fifty Pesos only (Php 7,416,750.00), VAT inclusive**, for which: Documentary Boxes amounts to **One Million Five Hundred Sixty-Three Thousand Pesos only (Php 1,563,000.00)**; Data Folders 14" amounting to **Eight Hundred Ninety-Two Thousand Five Hundred Pesos only (Php 892,500.00)**; Data Folders 19" amounting to **Nine Hundred Forty-Five Thousand Pesos (Php 945,000.00)**; Data Folders Spanish 22" amounts to **One Million Two Hundred Sixty Thousand Pesos only (Php 1,260,000.00)**; Plastic Envelopes amounting to **One Million Seven Hundred Sixty-Four Thousand only (Php 1,764,000.00)**; and Vertical Folders amounting to **Nine Hundred Ninety-Two Thousand Two Hundred Fifty Pesos only (Php 992,250.00)**.

Atty. Roman G. Idica presented and discussed the pertinent provisions of the bidding documents for the **Supply and Delivery of Documentary Boxes, Data Folders 14", Data Folders 19", Data Folders Spanish 22", Plastic Envelopes, and Vertical Folders (6 Lots)**.

After all important matters have been discussed, Ms. Ysmael opened the floor to address the prospective bidders' issues/concerns regarding the project, and for the body's clarification/resolution thereto.

ISSUES AND CONCERNS:

(Note: All questions and clarifications raised during the pre-bid conference shall be in writing and must be submitted to the LRA-BAC three days after the conclusion of the Pre-Bid Conference.)

For your guidance and information:

As to the deadline of submission of bids: The deadline for submission of Bids is on 03 September 2024 on or before 08:00 A.M. and the opening of bids shall be at 09:00 A.M. Please use the LRA website clock as your reference for synchronicity of time.

As to the delivery period: The delivery period is within sixty (60) calendar days upon receipt of an Approved Notice of Award.

As to the use of tabbings/markings: Please put tabbings on your bidding documents so we can easily identify and locate the documents that we need to verify.

Subsequent to the presentation of the Bid Documents by the BAC Secretariat for Non-Infra, several questions were lodged before the Committee by the prospective bidders.

The prospective bidders then asked the following:

Provision	Questions/Queries/Clarifications	BAC's Response
<i>Section II Instruction to Bidders</i>	Do we need to attach a brochure of the items?	Not mandatory but it can be attached.
	How many copy/ies of the documents shall be submitted?	One (1) original copy must be submitted <u>per lot</u> , which contains its eligibility and technical; and financial components.
	Since this is office supplies, if we have delivered bond papers before, does that qualify for SLCC?	No, it should be products similar to the project.
	Can we view the samples?	Yes. You may proceed to the Property and Supply Section after the pre-bid conference for the samples.
	There are additional requirements stated in the Invitation to Bid which pertains to a software project, shall we also comply with that?	There was an erratum with the posting, hence, additional requirements stated are not included. An amended version will be reposted.

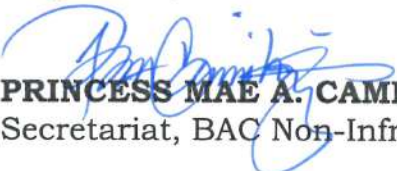
	Are the technical and financial components combined in one envelope per lot?	Yes. One envelope per lot, containing the technical and financial components.
	<p>Since the envelopes are submitted per lot, is it okay that each lot will contain the same SLCC?</p> <p>What if we have delivered office supplies, folders, including boxes before, will that be qualified in the SLCC?</p>	<p>Products should be similar to the project to be bid.</p> <p>The 25% qualification for SLCC will be based on the similar products delivered.</p>

(Note: The answers provided herein are still subject for deliberation by the Committee and will be reflected in the Bid Bulletin to be issued after seven days from the conclusion of the Pre-Bid Conference. Other amendments, if any, to the provisions of the bidding documents will also be included in the said Bid Bulletin)

ADJOURNMENT:

There being no other matters to be discussed, the pre-bid conference adjourned at 10:30 A.M.


Prepared by:


PRINCESS MAE A. CAMILOZA
 Secretariat, BAC Non-Infra

Reviewed by:


ATTY. MAY B. BONGALON
 Head, BAC Secretariat

Approved by:


MARY JANE G. YSMAEL
 Chairperson, LRA-BAC