



WESTERN MINDANAO STATE UNIVERSITY
OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)
ZAMBOANGA CITY

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PRE BID CONFERENCE MINUTES OF THE MEETING

(Excerpts from the Regular BAC Meeting)

**Supply and Delivery of Security Paper for Transcript of Records and Diploma
(Parchment) for the Registrar's Office
March 14, 2019**

I. NAME AND DESCRIPTION OF GOODS:

**PR-19-02-321: Supply and Delivery of Security Paper for Transcript of
Records and Diploma (Parchment) for the Registrar's
Office**

II. ATTENDANCE:

BAC Members present:

- | | |
|------------------------------------|--------------|
| 1. Atty. Eduardo F. Sanson | - Vice Chair |
| 2. Engr. Ramon P. Velasco, Jr. | - Member |
| 3. Engr. Oscar T. Alburo | - Member |
| 4. Mr. John Paul S. Alvarez | - Member |
| 5. Engr. Antonio Angelo J. Limbaga | - Member |
| 6. Atty. Jules Christian D. Marcos | - Member |

BAC Members on OB:

- | | |
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| 1. Dr. Joselito D. Madroñal | - Chairman |
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BAC Secretariat Present:

- | | |
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| 1. Dr. Benhur A. Asid | - Head |
| 2. Ms. Maria Josefina M. Bacalla | - Member |
| 3. Mr. Danni Vincent Villareal | - Member |

TWG:

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| 1. Ms. Pilar J. Velario | |
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End User/s:

- | | |
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| 1. Mr. Kazuto Karasudani | - College of Agriculture |
| 2. Ms. Maria Annabelle V. Zamora | - Registrar's Office |
| 3. Mr. Lloyd B. Senon | - College of Agriculture |
| 4. Dr. Ma. Blancaflor Jimeno | - CPERS |
| 5. Ms. Ma. Jocelyn E. Cuadra | - College of Agriculture |
| 6. Mr. Eric H. Alfaro | - Registrar's Office |
| 7. Engr. Ritchell Bautista | - College of Engineering |

Bidder:

- | | |
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| 1. Mr. Manuel B. Luna | - Freedom Commercial Printers |
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III. DETAILS OF B AS PUBLISHED:

A. PHILGEPS

- a. Procurement Opportunity No.: PhilGEPS Reference No – 6066299
- b. Date Published/Posted: March 06, 2019
- c. Material dates: Last Updated/Time: March 06, 2019; 00:00 AM
Closing Date/Time: March 26, 2019; 10:00 AM

IV. PRESENTATION/DISCUSSION OF THE GOODS:

Presided by the Vice Chair, a query was raised on the specification of PR-19-02-321 – Supply and Delivery of Security Paper for Transcript of Records and Diploma (Parchment) for the Registrar’s Office

- Engr. Limbaga asks the portion “Big WMSU Logo in the middle 2 ½ inches in diameter, with watermark middle part visible only when exposed to ultraviolet light source”.
- Mr. Eric Alfaro, the End user and University Registrar and the Vice Chair have commented that the watermark is a “unique security feature” of the paper and should appear as it is. The winning bidder will propose such feature to the End user as part of their security design.
- The BAC enbanc has suggested and agreed to increase the delivery period from 30 days to 45 days in consideration to provide ample time for bidders to produce the required volume.
- Furthermore, the opening of the bid schedule has been re-scheduled to March 28, 2019 in consideration of the WMSU Graduation on March 26 and 27, 2019.

V. GENERAL INSTRUCTIONS TO BIDDER/S:

Prospective bidder/s were reminded by the presiding officer, Atty. Eduardo F. Sanson that all bid documents must be in order and complete and should be dropped before the closing date.

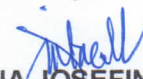
VI. QUESTIONS AND ANSWERS (OPEN FORUM)

There were no further questions from the Committee and prospective bidders.

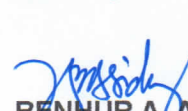
VI. ADJOURNMENT

The meeting was adjourned at 12:01 NN. The presiding officer thanked everyone present in the meeting.

Prepared by:


MARIA JOSEFINA M. BACALLA
Member, BAC Secretariat

Noted by:


BENHUR A. ASID, Ph. D.
Head, BAC Secretariat

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APPROVED BY:

ATTY. JULES CHRISTIAN D. MARCOS
Member

ENGR. RAMON P. VELASCO JR.
Member

ENGR. OSCAR T. ALBURO
Member

ENGR. ANTONIO ANGELO J. LIMBAGA
Member

ATTY. EDUARDO F. SANSON
Vice Chairman

^{D.B.}
JOSELITO D. MADROÑAL, DPA
Chairman