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4 **University of Southeastern Philippines**  
5 *Bids and Awards Committee*  
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7 **Minutes Pre-Procurement Conference**  
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9 **Project: Procurement of Air-conditioning Unit with Installation for RDE**  
10 **Building, USEP Tagum-Mabini Campus , Mabini Unit**

11 Contract No. 2020-03/Goods

12 July 29, 2020 at 2:30 p.m

13 Venue : Via Goggle Meet (oop-wwkm-zfk)

14 ABC : PhP. 2,000,000.00  
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16 **Present were:**

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18 **Bids and Award Committee:**

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20 Dr. Reynilo Garcia - Chairperson  
21 Dr. Reynaldo M. Nogodula - Vice Chairperson  
22 Dr. Jose Alther Rivera - Member  
23 Dr. Danilo G. Galarion - Member  
24 Ms. Nimfa V. Maniscan - Alternate Member  
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26 **BAC Secretariat/BAC Staff:**

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28 Ms. Olivia D. Estremos - BAC Secretariat Head  
29 Melanie Pagkaliwagan - BAC Secretariat member  
30 Mr. Alfred Torre - BAC Staff  
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32 **TWG:**

33 Engr. Randy Tongson - TWG Ref. & Aircon. Equipment  
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35 **End User:**

36 Dr. Eleonor T. Callena - Director Research Division  
37 Ms. Babylyn B. Estabillo - EPS 1/Research Division  
38 Engr. Ruben Cantones - Campus Planning –In-Charge  
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50 **A. Proceedings:**

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52 Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to  
53 order at 3:30 in the afternoon. He also acknowledged the presence of the BAC  
54 members, BAC Secretariat, TWG and End-Users.

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56 The BAC Chair declared quorum with four (4) BAC Members. BAC Chairman,  
57 Dr. Garcia informed the body that the purpose of the pre procurement is to discuss all  
58 aspects of a specific procurement activity of the project which includes the technical  
59 specifications, the Approved Budget for the Contract (ABC), the applicability and  
60 appropriateness of the recommended method of procurement and the related  
61 milestones, the bidding documents, and availability of the pertinent budget release for  
62 the project.

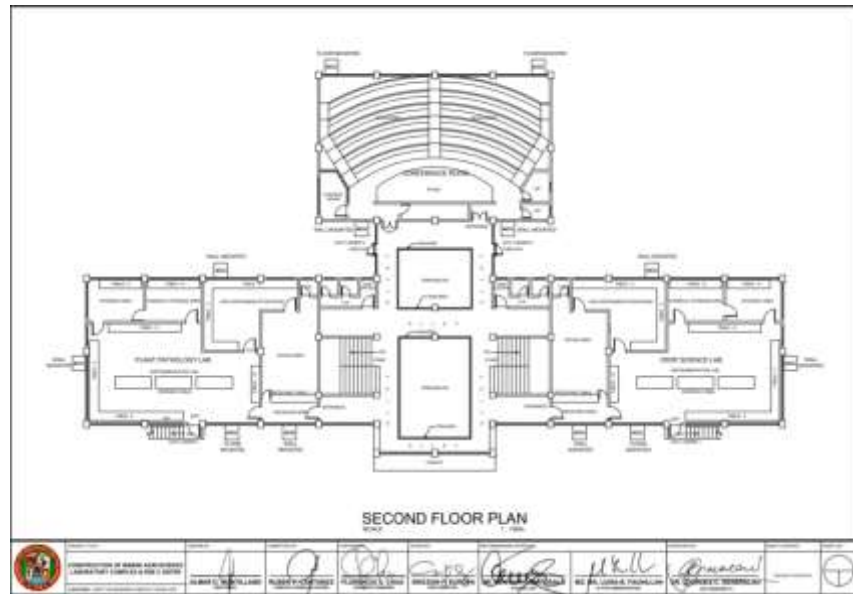
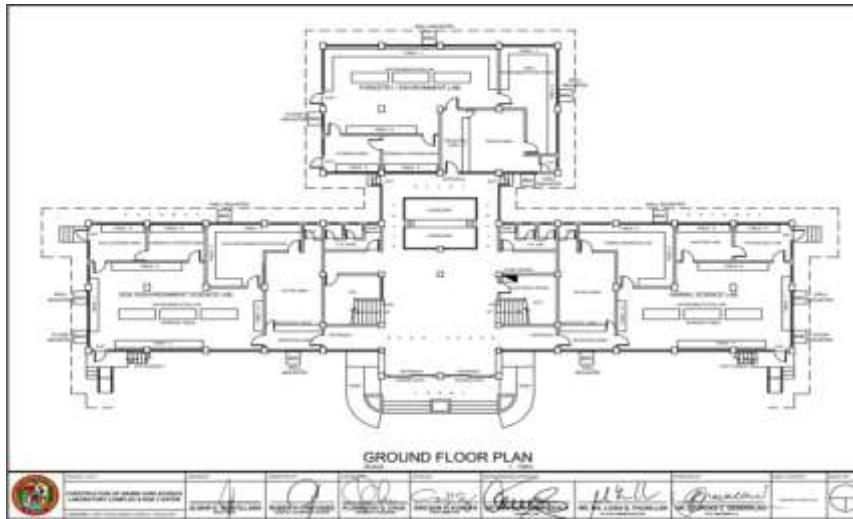
63  
64 *He emphasized that for those projects involving an ABC amounting to more than Two*  
65 *Million Pesos (P2 Million), a pre procurement conference is conducted to determine*  
66 *the readiness of the Procuring Entity to procure goods and services in terms of the*  
67 *legal, technical and financial requirements of the project. More specifically, it ensures*  
68 *that the procurement will proceed in accordance with the PPMP and APP, confirms*  
69 *the availability of appropriations and programmed budget for the contract, and reviews*  
70 *all relevant documents in relation to their adherence to the law. (IRR-A Section 20).*

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72 *1. Ensure that the procurement is in accordance with the PPMP and APP.*  
73  
74 *2. Determine the availability of the appropriations and programmed budget for the*  
75 *contract;*  
76  
77 *3. Determine the state of readiness of the pertinent budget release (e.g., ABM or*  
78 *SARO);*  
79  
80 *4. Review, modify and agree on the criteria for eligibility screening, and ensure that*  
81 *the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are*  
82 *written in such manner; (IRR-A Section 20.1.3)*  
83  
84 *5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and*  
85 *ensure that the said criteria are fair, reasonable and applicable to the procurement at*  
86 *hand;*  
87  
88 *6. Review, modify and agree on the acceptable minimum specifications and other terms*  
89 *in the bidding documents;*  
90  
91 *7. Review the PPMP, including the milestones and the method of procurement for the*  
92 *procurement at hand;*  
93  
94 *8. Reiterate and emphasize the “no contact rule” during the bid evaluation process,*  
95 *and the applicable sanctions and penalties, as well as agree on measures to ensure*  
96 *compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*  
97 *the “no contact rule”.); and ensure that the requirements of the goods and services to*  
98 *be procured are in accordance with an Approved Budget Contract (ABC)*

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## B. Presentation of Technical Specifications

Ms. Ampong representative from the USEP Tagum-Mabini Campus (Mabini Unit) in behalf of Engr. Cantones (End-User) presented the detailed technical specifications of the **Procurement of Air-conditioning Unit with Installation for RDE Building, USEP Tagum-Mabini Campus , Mabini Unit**. She presented the following technical Specifications:



**Procurement of Airconditioning Units with installation for RDE Building at USeP Mabini Campus**

**Technical Specifications of Airconditioning units:**

a) Wall mounted inverter airconditioning units	2 HP with installation (6 units)
b) Wall mounted inverter airconditioning units	2.5 HP with installation (11 units)
c) Wall mounted inverter airconditioning units	3 tons with installation (7 units)

***Airconditioning System with Installation : GROUND FLOOR***

<b>1. HIGH INSTRUMENTATION ROOM</b>	*1 UNIT 2HP WALL MOUNTED/SPLIT TYPE AIRCON *INSTALLATION FEE *EXCESS PIPE- 8 FEET
<b>2. OFFICE AREA</b>	*1 UNIT 2.5 HP WALL MOUNTED /SPLIT TYPE AIRCON *INSTALLATION FEE *EXCESS PIPE- 5 FEET
<b>3. SOIL ENVIRONMENT SCIENCE LAB.</b>	*1 UNIT 2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON *INSTALLATION FEE *EXCESS PIPE-8 FEET *1 UNIT 3 TONS / 4HP FLOOR MOUNTED/SPLIT TYPE AIRCON *INSTALLATION FEE
<b>4. OFFICE AREA</b>	*1 UNIT 2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON * INSTALLATION FEE *EXCESS PIPE- 5 FEET
<b>5. ANIMAL BREEDING LAB.</b>	*1 UNIT 2 HP WALL MOUNTED /SPLIT TYPE AIRCON *INSTALLATION FEE *EXCESS PIPE - 8 FEET
<b>6. ANIMAL SCIENCE LAB.</b>	*1 UNIT 2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON *INSTALLATION FEE *EXCESS PIPE- 12 FEET  *1 UNIT 3TONS/4 HP FLOOR MOUNTED /SPLIT TYPE AIRCON

	*INSTALLATION FEE
<b>SECOND FLOOR</b>	
<b>Conference Room</b>	3 tons/4 HP floor mounted split type aircon (2 units) Installation fee (2 units) Excess pipe (30 ft.)
	2.5 HP wall mounted/split type aircon (2units) Installation fee (2 units) Excess pipe ( 60 ft.)
<b>Plant Pathology Lab.</b>	2.5 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (28 ft.)
	2 HP wall mounted/split type aircon (1units) Installation fee (1 units) Excess pipe (15 ft.)
<b>High Instrumentation Room</b>	2 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (18 ft.)
<b>Office Area</b>	2.5 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (24 ft.)
<b>Office Area</b>	2.5 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (24 ft.)
<b>High Instrumentation Room</b>	2 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (24 ft.)
<b>Crop Science Lab.</b>	2.5 HP wall mounted/split type aircon (1 unit) Installation fee (1unit) Excess pipe (22 ft.)
	3 tons/4HP Floor mounted split type aircon (1 unit) Installation fee (1 unit) Excess pipe (15 ft.)

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After the presentation of End-user, TWG Eng. Tongson also presented an evaluation on the specification presented by the end user as follows:

- **HP Requirement**

GROUND FLOOR	FLOOR AREA (sq. m)	Given HP Rating based on PR	HP Requirement
1. HIGH INSTRUMENTATION ROOM 1	25.72	2	2 - 2.5
2. OFFICE AREA 1	32.6	2.5	2.5 - 3
3. SOIL ENVIRONMENTAL SCIENCE LAB	76	6.5	6 - 6.5
4. OFFICE AREA 2	32.6	2.5	2.5 - 3
5. ANIMAL BREEDING LAB	25.72	2	2 - 2.5
6. ANIMAL SCIENCE LAB	76	6.5	6 - 6.5
7. FORESTRY	76	6.5	6 - 6.5
8. HIGH INSTRUMENTATION ROOM 2	27.92	2	2 - 2.5

SECOND FLOOR	FLOOR AREA (sq. m)	Given HP Rating based on PR	HP Requirement
10. CONFERENCE ROOM	160	13	12 - 13.5
11. PLANT PATHOLOGY LAB	76	6.5	6 - 6.5
12. HIGH INSTRUMENTATION ROOM 3	25.72	2	2 - 2.5
13. OFFICE AREA 3	32.6	2.5	2.5 - 3
14. OFFICE AREA 4	32.6	2.5	2.5 - 3
15. HIGH INSTRUMENTATION ROOM 4	25.72	2	2 - 2.5

199 • **Price Per Unit Per HP Rating**

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	GIVEN PRICE	MARKET PRICE
2 HP	54 000	48 000 - 65 000
2.5 HP	60 000	55 000 - 71 000
4 HP	120 000	110 000 - 170 000

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217 • **Installation Cost and Excess Piping**

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GROUND-FLOOR PLAN (3).pdf	Given Price	Market Price
Installation cost w/in 10 ft	9500	7000 UP
Excess Piping	350/foot Total excess pipe cost = 117 600	250/foot UP

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234 **C. Comments and Suggestions:**

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236 The BAC Chair asked the body for clarifications and queries based on the

237 presentation given by the end-user.

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239 *Dr. Garcia asked the end-user if they area is ready in terms of electrical works.*

240 *Ms. Among replied that electrical wirings are not yet ready for the connection of the*

241 *proposed installation of airconditioning units but the electrical works is ready in terms*

242 *of specification however it will have a separate budget and that is also the concern that*

243 *we raising through Top Management. Dr. Garcia answered that if that's the case then*

244 *it could not be delivered within 25 calendar days and the tendency here is we won't be*

245 *able to pay unless it is installed. Dr. Rivera suggested that if the budget for the area*

246 could be fast track during the 25 calendar days of this project then it would be a better  
247 outcome.

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249 *The end-user emphasized that the unit could be installed but it still cannot be*  
250 *used due to a lack of budget for electrical works. Dr. Garcia asked to Ms.*  
251 *Pagkaliwagan for the concerns on the installation of air-conditioning units. Ms.*  
252 *Pagkaliwagan suggested that the electrical works should be ready prior for the*  
253 *procuring of air-conditioning unit because how can process the payment if we cannot*  
254 *test the air-conditioning unit if it is working. Ms. Ampong asked the BAC if there would*  
255 *be other power source for the unit (Generator) as long as they could test if it is working.*  
256 *Dr. Garcia answered that it could be, but there would still have a negative implication*  
257 *of this project to the COA because we will be procuring aircon units with installation*  
258 *but the power source is not yet ready.*

259

260 *Eng. Tongson noticed that based on the presentation of the end-user, they did*  
261 *not include the excess piping based on the structural plans that they presented. Ms.*  
262 *Pagkaliwagan agreed and suggested that the excess piping should be mentioned and*  
263 *included in structural plans.*

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#### 265 **D. Adjournment:**

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267 With no further instructions from the BAC and clarifications from the body, the  
268 Pre-procurement Conference was adjourned at 3:30 pm.

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270 Prepared by:

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273 **OLIVIA D. ESTREMOS**

274 BAC Secretarial Head

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277 Approved by:

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280 **REYNILO D. GARCIA**

281 BAC Chairman/Goods

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