



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: **Procurement of Air-conditioning Unit with Installation for RDE Building,**

USEP Tagum-Mabini Campus , Mabini Unit

Contract No. 2020-03/Goods

September 2, 2020 at 2:30 p.m

Venue: Via Google Meet (hgg-qimd-rdx?authuser=0&hl=en)

ABC : PhP. 2,000,000.00

Present:

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Asso. Prof. Rioliza B. Molina	-	BAC Member
Dr. Jose Alther M. Rivera	-	BAC Member
Ms. Nimfa V. Maniscan	-	Alternate Member
Ms. Rhinna M. Saan	-	Alternate Member

BAC Secretariat/BAC Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Emelie L. Embat	-	BAC Secretariat
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Engr. Randy Tongson	-	TWG Ref & Aircon Equipment
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Bidders:

Ms. Elvilita Asna	-	Oliv-air
Mr. Al Millamena	-	CDO Air Concept
Mr. Hassen Camlian	-	Daikin Davao
Mr. Arnold Cesar Dela Cruz	-	Emcor Bajada Davao
Representative from RC Bar Builders		

End user:

Ms. Babylyn B. Estabillo	-	ESP1/Research Division
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A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Reynilo D. Garcia called the meeting to order at 2:00 in the afternoon. He acknowledged the presence of the BAC members, BAC Secretariat Members, Bidder’s representatives and the end-user.

The pre-bid conference for **Procurement of Air-conditioning Unit with Installation for RDE Building, USeP Tagum-Mabini Campus , Mabini Unit** with an ABC amounting to One Million One Hundred Thousand Pesos (PhP 2,000,000.00).

B. Packaging (Sealing and Marking of Bids)

Dr. Garcia discussed on the importance of the pre-bid conference, He reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference. Dr. Garcia presented the following details of Bidding Process and Requirements:

Approved Budget for the Contract

- The Approved Budget for the Contract or ABC for this project is PhP 2,000,000.00
Location: USeP- Mabini Campus
- Contract Duration: 25 calendar days

Eligibility Requirements

- The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased;
- All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as “Certified True Copy from the Original” by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted;
- Likewise, any missing documents as required in the checklist is a ground for rejection of the bid;
- Bidders Responsibilities 6.2 (f) “Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct.”

88 **PhilGEPS Certificate of Registration and Membership**

89 *Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated*
90 *file of the following Class “A” eligibility documents under Sections 23.1(a) and 24.1(a):*

- 91 a) *Registration Certificate;*
92 b) *Mayor’s/Business Permit or its Equivalent Document;*
93 c) *Tax Clearance;*
94 d) *Audited Financial Statements.*
95 ▪ *For foreign bidders participating in the procurement by a Philippine Foreign*
96 *Service Office or Post, they shall submit their eligibility documents under Section*
97 *23.1, 2016 IRR of RA 9184.*

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99 **Goods Class A Documents**

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- 101 ▪ . DTI/SEC
102 ▪ 2. Mayor’s permit or equivalent document for Exclusive Economic Zones or
103 Areas
104 ▪ 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and
105 approved by the BIR.
106 ▪ 4. Statement of ongoing contracts.
107 ▪ 5. Statement of SLCC (Single Largest Completed Contract)
108 ▪ 6. Audited financial statement
109 ▪ 7. NFCC
110 ▪ 8. Mayors Permit
111 ▪ Mayors Permit allows an entity to legally perform the requirements and
112 obligations of the project and the resultant contract.
113 ▪ Recently expired Mayor’s/Business permit shall be accepted together with the
114 official receipt as proof that the bidder has applied for renewal within the period
115 prescribed by the concerned local government unit: Provided, that the renewed
116 permit shall be submitted as a post-qualification requirement in accordance with
117 Sec. 34.2 of the 2016 IRR of RA 9184
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119 ▪ The BAC will be using the non-discretionary
120 “pass/fail” criteria in the eligibility check/
121 screening;
122 ▪ The bid should be accompanied with a bid security in the following amount:
123 ➤ if the bid security is in cash, cashier’s check/manager’s check, bank
124 draft/guarantee or irrevocable letter of credit, the amount should be 2% of
125 the ABC or in an equivalent amount of **PhP 40,000.00**
126 ➤ if the bid security is in the form of a Surety Bond, it should be 5% of the
127 ABC or in an equivalent amount of **PhP 100,000.00**
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129 ▪ And if it is a combination of the foregoing, it should be proportionate to share of
130 form with respect to total amount of security.
131 ▪ The bidder may also opt to submit a Bid Securing Declaration

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- The validity period of the bid security should be 120 days from the date of opening of bids.
- There are additional document required under the checklist, however, these documents submitted during the post-qualification process, when the bidder with the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined.
- The Audited Financial statement should be stamped “RECEIVED” by the BIR or its duly accredited and authorized institution.
- The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office.
- Computation of NFCC or CLC in accordance with ITB Clause 5.5

SEALING AND MARKING OF BIDS

- The bidder shall submit **three copies** of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.

Eligibility /Technical Req. Original	Eligibility /Technical Req. Copy 1	Eligibility /Technical Req. Copy 2
Financial Original	Financial Copy 1	Financial Copy 2

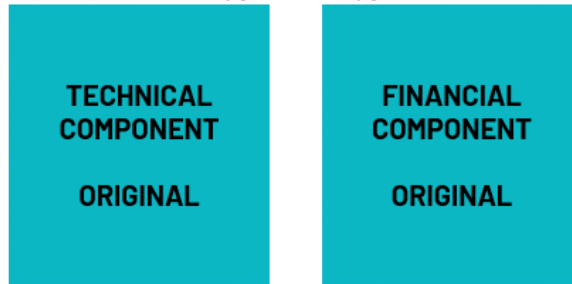
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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.

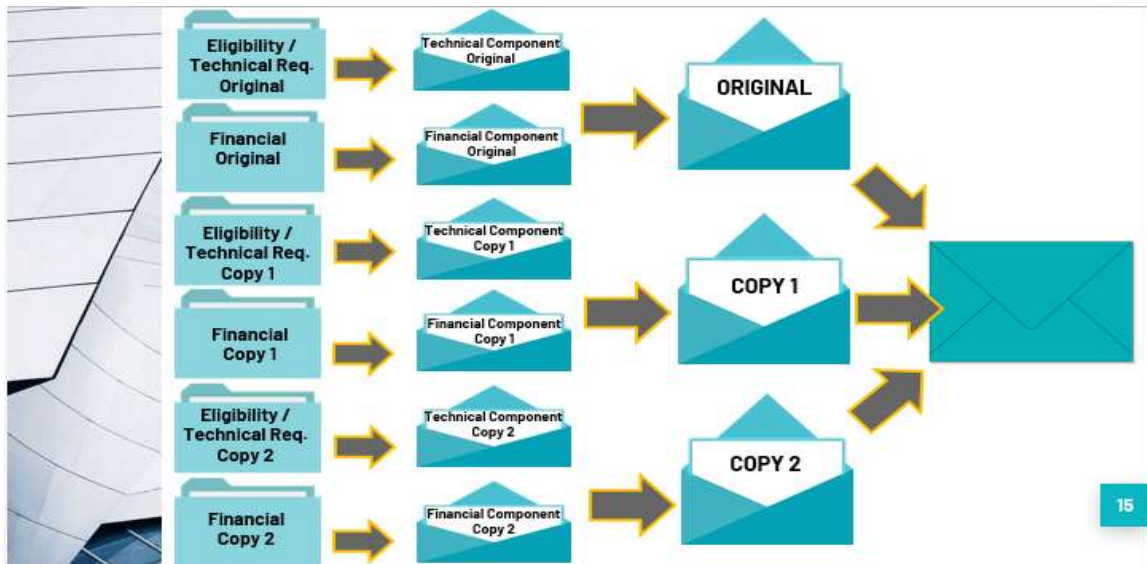
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- The folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope marked as “ORIGINAL BID”
- The same is done to copy 1 and copy 2



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All Envelopes Shall:

- Contain the name of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;
- Should be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1;
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- Bear a warning ‘DO NOT OPEN BEFORE.... “the date and time for the opening of bids”, in accordance with ITB Clause 21.

- 220 ▪ If bids are not properly marked and sealed as required, the Procuring Entity will
221 assume no responsibility for the misplacement or premature opening of the bid.
222 **Moreover, failure to comply with the required sealing and marking of bids**
223 **shall be a ground for disqualification.**
224 ▪ The deadline for submission of bids is on **September 16, 2020 (Friday)**
225 ▪ Cut-off time will be at **3:00 p.m.** and Opening of bids shall immediately follow
226 ▪ The venue will be at the **USEP-Hostel, Obrero Campus, Davao City**
227 ▪ **Any bid submitted after the cut-off time shall be declared late and shall not be**
228 **any more accepted.**
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230 Dr. Garcia also presented the content details of Bidding Documents and other relevant
231 requirements as follows:

- 232
- 233 • Invitation to Bid
 - 234 • Bid Data Sheet
 - 235 • Special Conditions of Contract
 - 236 • Bidding form
 - 237 - Statement of all On-going Government & Private Contracts
 - 238 - Single Largest Completed Contract Similar to Contract to be Bid
 - 239 - Certificate of Acceptance
 - 240 - Section VI. Schedule of Requirements
 - 241 - Technical Specifications
 - 242 - Financial Documents for Eligibility Check
 - 243 - Contract Agreement Form
 - 244 - Omnibus Sworn Statement
 - 245 - Bank Guarantee for Advance Payment
 - 246 - Bid Securing Declaration
 - 247 - Performance Securing Declaration Form
 - 248 - Certificate from Insurance Commission
 - 249 • Bidding Checklist
- 250

251 **C. Deadline for Submission and Opening of Bids**
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254 Dr. Garcia announced that the schedule for the deadline of submission and
255 opening of bids is scheduled on **16th of September, 2020**. The sealed bids must be
256 submitted to the BAC Secretariat on or before the set time at **2:15 PM**, opening shall
257 shortly follow.

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259 The venue will be at the USEP Hostel Dining Hall. Any bid submitted after the
260 cut-off time shall be declared late and shall not be any more accepted.

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264 **D. TWG Presentation:**

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266 The Technical Working Group representative (Engr. Tongson) presented the
267 details and scope of the Procurement of Air-conditioning Unit with Installation for RDE
268 Building, USeP Tagum-Mabini Campus, Mabini Unit as follows:

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270 **Technical Specifications:**

271 • 2 HP WALL-MOUNTED, SPLIT TYPE INVERTER AIRCON UNIT (6 UNITS)

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273 • 2.5 HP WALL-MOUNTED, SPLIT TYPE INVERTER AIRCON UNIT (11 UNITS)

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275 • 3 TONS/ 4 HP FLOOR-MOUNTED, SPLIT TYPE INVERTER AIRCON UNIT (7
276 UNITS)

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278 **Floor Plan:**

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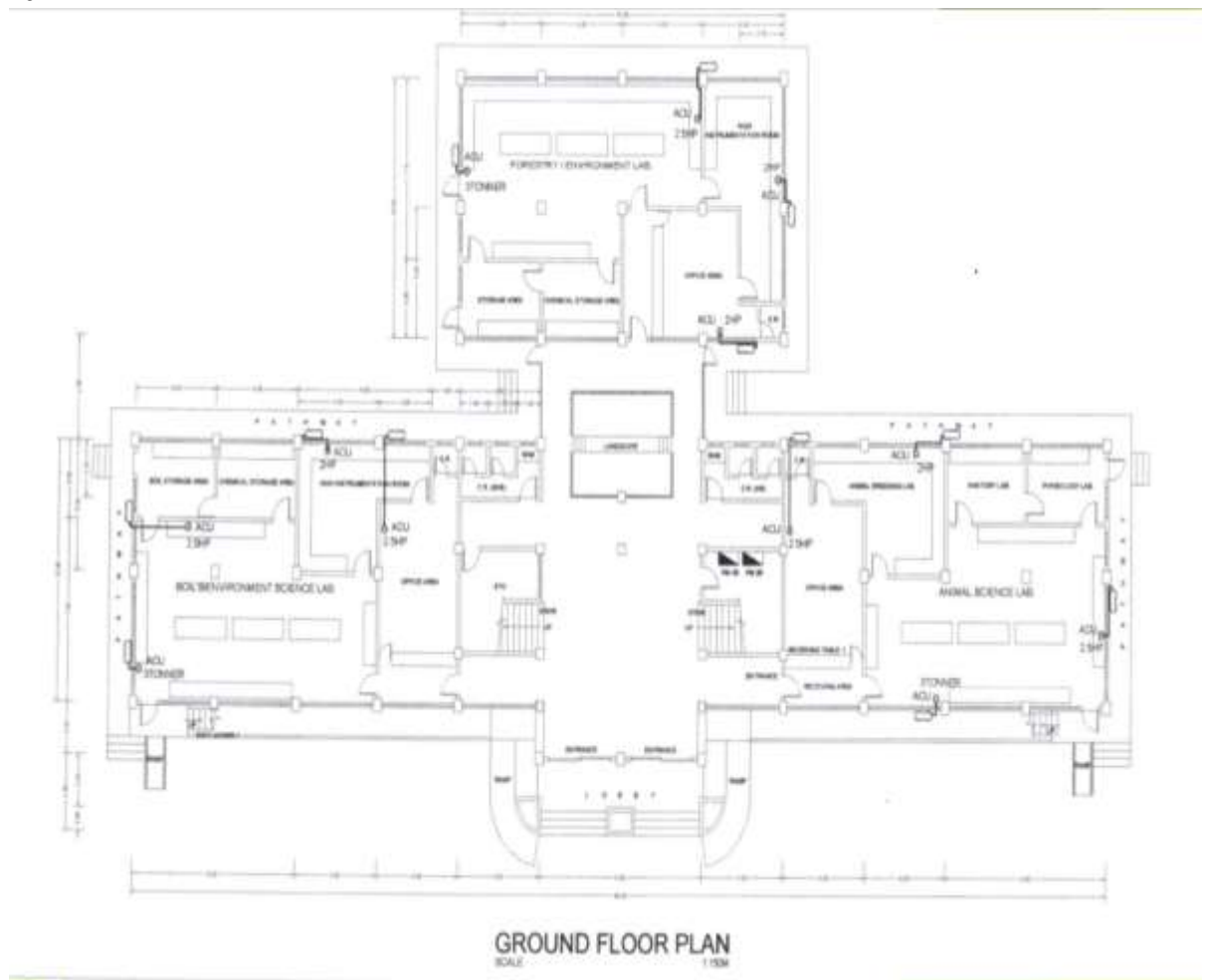
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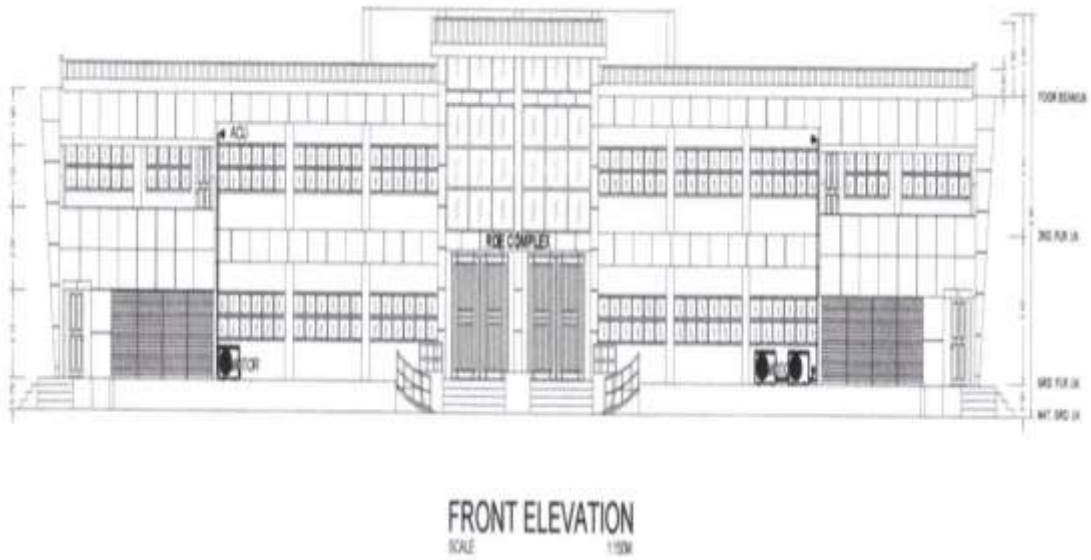
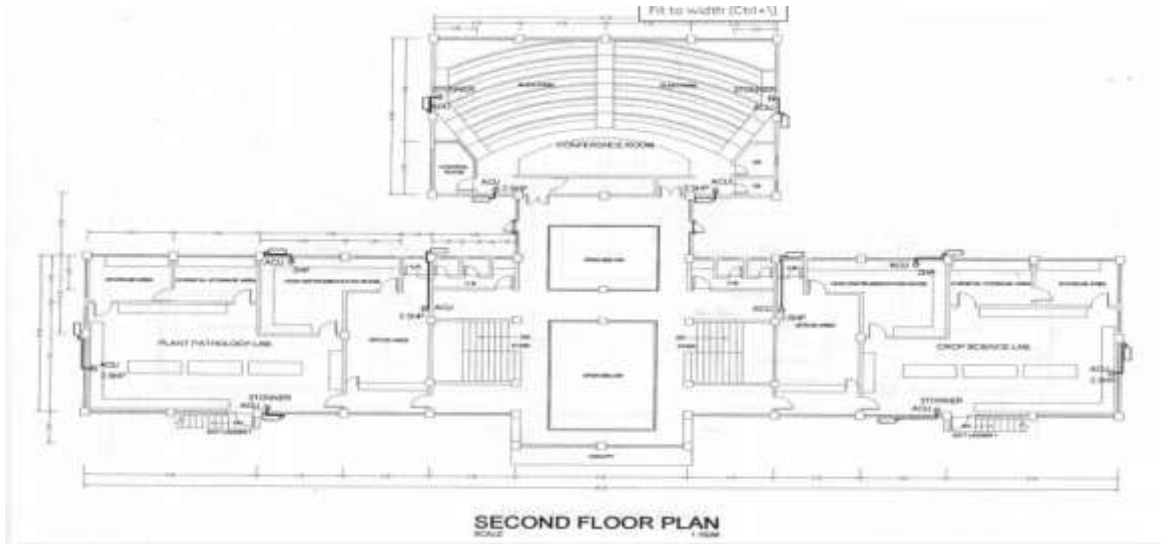
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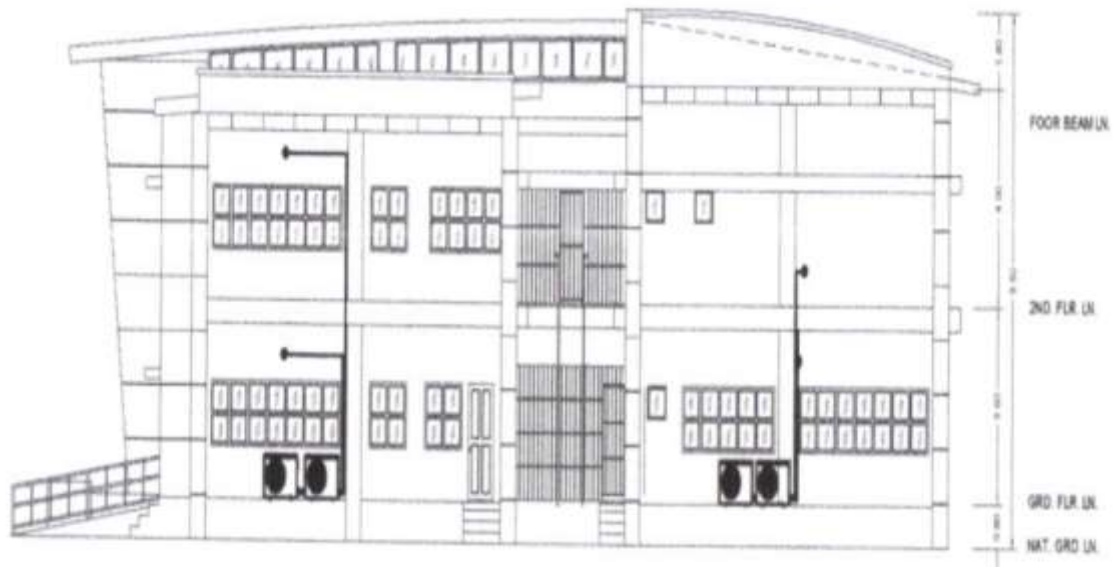
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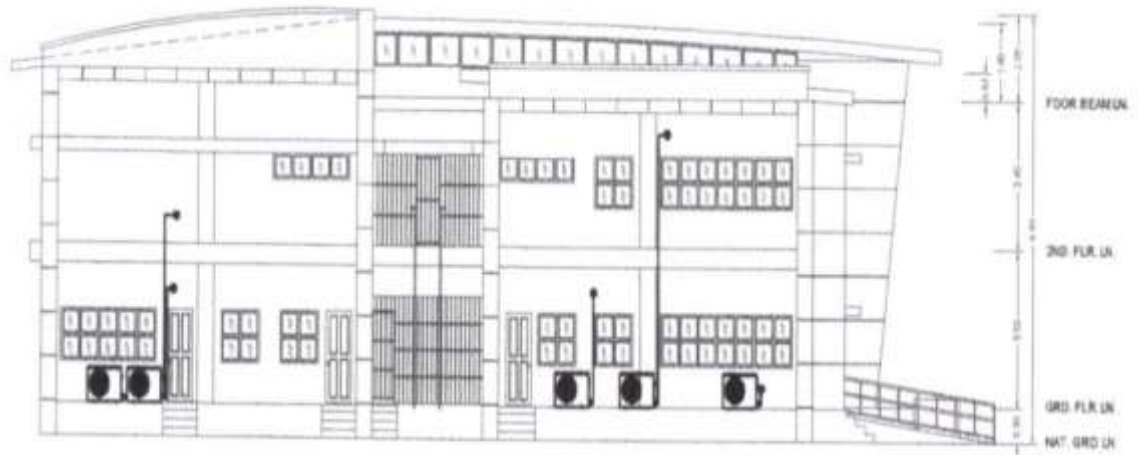
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RIGHT SIDE ELEVATION
SCALE 1:150M



LEFT SIDE ELEVATION
SCALE 1:150M

393 **Excess Pipe Per Unit:**

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GROUND FLOOR AIRCONDITIONING SYSTEM

	QTY	UNIT
HIGH INSTRUMENTATION ROOM		
2HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	8	ft
OFFICE AREA		
2.5 HP WALL MOUNTED /SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	5	ft
SOIL ENVIRONMENT SCIENCE LAB.		
2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	8	ft
3TONS / 4HP FLOOR MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
OFFICE AREA		
2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	5	ft
ANIMAL BREEDING LAB.		
2 HP WALL MOUNTED /SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	8	ft
ANIMAL SCIENCE LAB.		
2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	12	ft
3TONS/4 HP FLOOR MOUNTED /SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
FORESTRY ENVIRONMENT LAB.		
2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	10	ft
3TONS/ 4 HP FLOOR MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
HIGH INSTRUMENTATION ROOM		
2 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	10	ft
OFFICE AREA		
2HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
INSTALLATION FEE	1	unit
EXCESS PIPE	10	ft

437	SECOND FLOOR AIRCONDITIONING SYSTEM		
438			
439	CONFERENCE ROOM		
440	3TONS / 4HP FLOOR MOUNTED SPLIT TYPE AIRCON	2	units
441	INSTALLATION FEE	2	units
442	EXCESS PIPE	30	ft
443	2.5 HP WALL MOUNTED /SPLIT TYPE AIRCON	2	units
444	INSTALLATION FEE	2	units
445	EXCESS PIPE	60	ft
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447	PLANT PATHOLOGY LAB.		
448	2.5 HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
449	INSTALLATION FEE	1	unit
450	EXCESS PIPE	28	ft
451	3TONS / 4HP FLOOR MOUNTED /SPLIT TYPE AIRCON	1	unit
452	INSTALLATION FEE	1	unit
453	EXCESS PIPE	15	ft
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456	HIGH INSTRUMENTATION ROOM		
457	2HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
458	INSTALLATION FEE	1	unit
459	EXCESS PIPE	18	ft
460	OFFICE AREA		
461	2.5HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
462	INSTALLATION FEE	1	unit
463	EXCESS PIPE	24	ft
464	OFFICE AREA		
465	2.5HP WALL MOUNTED /SPLIT TYPE AIRCON	1	unit
466	INSTALLATION FEE	1	unit
467	EXCESS PIPE	24	ft
468	HIGH INSTRUMENTATION ROOM		
469	2HP WALL MOUNTED /SPLIT TYPE AIRCON	1	unit
470	INSTALLATION FEE	1	unit
471	EXCESS PIPE	24	ft
472	CROP SCIENCE LAB.		
473	2.5HP WALL MOUNTED/SPLIT TYPE AIRCON	1	unit
474	INSTALLATION FEE	1	unit
475	EXCESS PIPE	22	ft
476	3TONS / 4HP FLOOR MOUNTED SPLIT TYPE AIRCON	1	unit
477	INSTALLATION FEE	1	unit
478	EXCESS PIPE	15	ft
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Terms and Conditions

1. Must be authorized aircon dealer and installer of the brand being offered.
2. Brand of aircon unit must be atleast ten (10) years in the market.
3. Brand of aircon unit must be Iso 9001:2008 –Quality Management System Certified.
4. The project cost is inclusive of units, labor/installation materials and technical supervision for the satisfactory completion of the project.
5. Any errors or defects found in the work/s shall be corrected at the contractor’s cost.
6. The contractor shall at all times take all reasonable precautions/measures and responsibilities to maintain the health and safety of the contractor’s personnel.
7. In terms of warranty. Five (5) years warranty for compressor from the date of original purchase.
8. Free maintenance for the 1st year from the date of original purchase.

E. Comments and Suggestions

Mr. Millamena from CDO Air Concept asked if the BAC office could provide a copy of the detailed specifications intended for this project. Engr. Tongson suggested that if they wanted a copy then just coordinate with the BAC Secretariat. Mr. Camlian from Daikin Davao asked if the suppliers attended on this Pre-Bid Conference is the final list of suppliers that could bid for this project Procurement of Airconditioning Units with installation. Dr. Garcia replied that other suppliers could still join as long as they could purchase a bidding documents from the BAC.

Mr. Camilian also wanted to clarify if there is already an existing pipe at the site. Engr. Tongson replied that installing a pipe is included in the budget. In terms of awarding of contract, Mr. Camilian asked if how many days/time was the estimated time on awarding the contract on winning supplier. Ms. Pagkaliwagan answered that the estimated days/time is within two (2) weeks.

F. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:00 PM.

525 Prepared by:

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529 **OLIVIA D. ESTREMOS**

530 BAC Secretariat Head

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533 Approved by:

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537 **REYNILDO D. GARCIA**

538 Chairman, BAC