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2 **University of Southeastern Philippines**
3 *Bids and Awards Committee*

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6 **MINUTES OF MEETING**
7 **March 18, 2021**
8

9 **Agenda:**

- 10 i. Pre-procurement conference for the pproject "Upgrading of Banana Tissue
11 Culture Laboratory of University of Southeastern Philippines."
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13

14 **Present in the meeting:**

- 15 1. Mr. Remegio C. Duyan, Jr. - BAC Chairperson
16 2. Dr. Genna J. Carmelo - BAC Vice Chair
17 3. Ms. Virginia Barbara P. Nillas - Member, BAC
18 4. Dr. Analyn Q. Villaroman - Member, BAC
19 5. Ms. Cecile B. Ariola - BAC Secretariat
20 6. Dr. Roger C. Montepio - Member, BAC
21 7. Mr. Jet T. Cariaga - Member, BAC Secretariat / End-User
22 8. Ms. Germa V. Duran - Member, TWG
23 9. Ms. Irish Joy B. Alasad - BAC Staff
24 10. Dr. Joyce C. Limbaga - End-User
25 11. Mr. Nelvin A. Villason - End-User
26 12. Mr. Fernan Rhean A. Ramos - End-User
27

28 **Proceedings:**

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30 At 10:10am Mr. Remegio G. Duyan, Jr. started the meeting and asked Mr. Jet T.
31 Cariaga to lead the prayer.
32

33 Mr. Duyan read the attendance and declared the meeting in quorum.
34

35 Mr. Duyan discussed the project based on the submitted Project Procurement
36 Management Plan (PPMP) and Purchase Request (PR).
37

38 Mr. Duyan clarified that the mode of procurement is Public Bidding since the approved
39 budget is more than One Million Pesos.
40

41 Mr. Duyan read on the papers that the approved budget for the project is One Million
42 Five Hundred Thousand Pesos (Php. 1, 500, 000.00).
43

44 Mr. Duyan read the Items and itemized description from the PR.
45

46 Dr. Montepio raised that the PR is more detailed but raised some question with regards
47 to the aircondition.
48

49 Dr. Montepio suggested that it should be a switch type and not plug type.
50

51 Mr. Duyan suggested that the end-user should coordinate with the master electrician
52 and aircon technician.
53


54 Mr. Duyan said that all specifications should be written.
55
56 Dr. Montepio answered in affirmative.
57
58 Dr. Carmelo asked about laboratory racks.
59
60 Mr. Villason answered that specs are stainless with color white.
61
62 Dr. Montepio suggested that specs should include if it is detachable or fixed.
63
64 Dr. Carmelo raised that the number of shelves should also be included.
65
66 Dr. Montepio suggested that terms and conditions should be included.
67
68 Mr. Duyan suggested the following to be included in the terms and conditions.
69 **Terms and Conditions:**
70 - Suppliers must be an authorized dealer of the equipment being offered.
71 - Supplier must have a functioning service center within the region.
72 - The brand being offered must be widely accepted in the market for at least 10
73 years.
74 - Must have at least 1-year warranty.
75 - Must have at least 1-year preventive maintenance service (including labor and
76 materials).
77 - Troubleshoot and other problems must be shouldered by the company
78 - Supplier must conduct free training/seminar on the operation and maintenance of
79 machines/equipment.
80 - Power supply for equipment must be coordinated properly with the University to
81 check for compatibility with the University and Tagum City's electrical supply.
82 - Measuring Equipment must have a valid certificate of calibration.
83 - All items should be brand new.
84 - Suppliers must include the model and brand of the items.
85 - Post-qualification will be done physically or online.
86 - Maximum date of delivery is within 90 days
87
88 Mr. Duyan reminds that observer should be invited for the bidding.
89
90 Dr. Carmelo agreed.
91
92 Mr. Villason answered that they will invite.
93
94 Dr. Montepio asked for the water purification system.
95
96 Mr. Villason answered that it is a machine to purify the water to be used in the
97 Laboratory.
98
99 Mr. Duyan read the timeline based in the Philgeps website.
100 Advertisement of iTB will be done on March 19-26, 2021;
101 Issuance of Bid will be on March 29, 2021;
102 Pre-bid conference will be on March 31, 2021;
103 Submission of Bid will be on April 14, 2021 at 9:00AM;
104 Opening of Bids will follow on April 14, 2021 at 9:30 AM;
105
106

107 Bid Evaluation will follow the same day April 15, 2021; and
108 Post-Qualification will be on April 16, 2021.


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110 The BAC approved the said dates.

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112 Mr. Duyan adjourned the pre-procurement meeting at 10:23am.


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115 Prepared by:

116 
117 JET T. CARIAGA
118 Member, BAC Secretariat

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120
121 Noted by:

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123
124 CECILE B. ARIOLA
125 BAC Secretariat

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127
128 Approved:

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131 REMEGIO G. DUYAN, JR.
132 BAC Chairperson