



University of Southeastern Philippines  
Bids and Awards Committee

MINUTES OF MEETING  
April 8, 2021

Agenda:

- 1. Pre-Bid Conference on the Procurement of Laboratory Equipment for the upgrading of Indoor and Controlled Button Mushroom Production Facility.

Venue: BAC Office / Online through Google Meet: yiu-xbah-wcn

Present in the meeting:

- 1. Mr. Remegio G. Duyan, Jr. - BAC Chairperson
- 2. Dr. Roger C. Montepio - Member, BAC (On-line)
- 3. Dr. Genna J. Carmelo - BAC Vice Chair (On-line)
- 4. Ms. Virginia Barbara P. Nillas - Member, BAC (On-line)
- 5. Dr. Analyn A. Villaroman - Member, BAC (On-line)
- 6. Ms. Cecile B. Ariola - BAC Secretariat
- 7. Mr. Jet T. Cariaga - Member, BAC Secretariat
- 8. Ms. Allaine Bacatan - Member, BAC Secretariat
- 9. Ms. Dhally A. Ilisan - Member, TWG (On-line)
- 10. Ms. Germa V. Duran - Member, TWG
- 11. Mr. Rosalino Recto - Member, TWG (On-line)
- 12. Engr. Ruban V. Cantones - Member, TWG (On-line)
- 13. Mr. Fernan Rhean Ramos - End-User/Project Leader (On-line)
- 14. Ms. Shirley Ociones - Lab Traders, Inc. (On-line)
- 15. Ms. Wendilen Gamaya - Pro Maintech Consultancy Inc. (On-line)
- 16. Ms. Soledad R. Soledad - Jetmed Enterprise (On-line)
- 17. Ms. Emerald Albores - Krypton Industrial Resources (On-line)
- 18. Mr. Mark Anthony Libre - Drake Marketing (On-line)
- 19. Ms. Angel Licah Aporto - Kitchen Mall Corporation (KMC) (On-line)

Proceedings:

At 9:15am the Pre-bid conference started by singing of the National anthem and University Ecumenical Prayer via AVP.

Ms. Bacatan presented the AVP.

Mr. Remegio Duyan presided the conference, greeted everyone and asked the secretariat to read the present of the said conference.

Mr. Cariaga read the attendance and stated that based on the attendance, the BAC is in quorum.

Mr. Duyan declared that the BAC is in quorum and asked Ms. Bacatan to virtually present the requirements for the bidding of the laboratory equipment for the upgrading of Indoor and Controlled Button Mushroom Production Facility.

Mr. Duyan read the slides with the following contents:

The Approved Budget for the Contract or ABC for this project is **Php 2,725,000.00**.

Name of the Project:



56 "Procurement of Laboratory Equipment for the Upgrading of Indoor and Controlled Button  
57 Mushroom Production Facility at USEP"

58

59 Location: USEP Tagum-Mabini Campus

60 Source of Funds: GOP thru Fund DA-ACEF / Button Mushroom Production Facility

61 Delivery : 90 days upon receipt of the NTP

62

63 Eligibility Requirements:

64

65 The eligibility requirements or checklist can be found in the bidding documents that the bidder  
66 purchased;

67 All submitted documents should be duly authenticated or stamped as "Certified True Copy from  
68 the Original" by the company head otherwise the bidder will be automatically disqualified. It  
69 would also be advisable if the bidder will bring the original copies of the documents submitted;

70 Likewise, any missing documents as required in the checklist is a ground for rejection of the bid;

71

72 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility  
73 check/screening;

74 The bid should be accompanied with a bid security in the following amount:

75 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or  
76 irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of  
77 Php 54,500.00 to be deposited at Campus Cashier; if the bid security is in the form of a Surety  
78 Bond, it should be 5% of the ABC or in an equivalent amount of Php 136,250.00 to be issued by  
79 Universal or Commercial Bank.

80

81 And if it is a combination of the foregoing, it should be proportionate to share of form with  
82 respect to total amount of security.

83 Bid Securing Declaration will also be accepted.

84 The validity period of the bid security should be 120 days from the date of opening of bids.

85 Under the eligibility and technical documents, the bidder is likewise required to submit its  
86 license to operate

87

88 The first envelope shall contain the following:

89 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

90 Legal Documents

91 Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or

92 (b) Registration certificate from Securities and Exchange Commission (SEC), Department of  
93 Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA)  
94 for cooperatives or its equivalent document, and

95 (c) Mayor's or Business permit issued by the city or municipality where the principal place of  
96 business of the prospective bidder is located, or the equivalent document for Exclusive Economic  
97 Zones or Areas; and

98 (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of  
99 Internal Revenue (BIR).

100

101 Mr. Duyan reiterated that the documents may not need to be authenticated page per page by the  
102 authorized personnel of the company, However, the omnibus sworn statement submitted should  
103 be original, signed, sworn and sealed with wordings that each of the documents submitted in  
104 satisfaction of the bidding requirements is an authentic copy of the original, complete and all  
105 statements and information provided therein are true and correct.

106

107 Technical Documents

108 (e) Statement of the prospective bidder of all its ongoing government and private contracts,  
109 including contracts awarded but not yet started, if any, whether similar or not similar in nature  
110 and complexity to the contract to be bid; and



111 (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract  
112 to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016  
113 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;  
114 and

115 (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification  
116 issued by the Insurance Commission;

117 Or Original copy of Notarized Bid Securing Declaration; and

118 (h) Conformity with the Technical Specifications, which may include production/delivery  
119 schedule, manpower requirements, and/or after-sales/parts, if applicable; and

120 (i) Original duly signed Omnibus Sworn Statement (OSS);

121 and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership,  
122 or cooperative; or Original Special Power of Attorney of all members of the joint venture giving  
123 full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

124

#### 125 Financial Documents

126 (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and  
127 current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized  
128 institutions, for the preceding calendar year which should not be earlier than two (2) years from  
129 the date of bid submission; and

130 (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

131 or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC  
132 computation.

133

#### 134 Class "B" Documents

135 (L) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already  
136 in existence;

137 or

138 duly notarized statements from all the potential joint venture partners stating that they will enter  
139 into and abide by the provisions of the JVA in the instance that the bid is successful.

140

#### 141 II. FINANCIAL COMPONENT ENVELOPE

142 (m) Original of duly signed and accomplished Financial Bid Form; and

143 (n) Original of duly signed and accomplished Price Schedule(s).

144

#### 145 Other documentary requirements under RA No. 9184 (as applicable)

146 (o) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to  
147 Filipinos] Certification from the relevant government office of their country stating that Filipinos  
148 are allowed to participate in government procurement activities for the same item or product.

149

150 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic  
151 Entity.

152

153 In case of two or more bidders are determined and declared lowest and responsive bidder, the  
154 procuring entity may use "draw lots" as the tie-breaking method.

155

156 The Audited Financial statement should be stamped "RECEIVED" by the BIR or its duly  
157 accredited and authorized institution.

158 The bidder should also submit their tax clearance certificate stating that the bidder has no tax  
159 liability and the clearance must be issued by the Chief of the Collection Enforcement Division of  
160 the BIR central office.

161 Computation of NFCC in accordance with ITB Clause 19.5.

162

#### 163 **SEALING AND MARKING OF BIDS**

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



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

170 The folder containing the original bid of the technical component should be marked as  
171 "ORIGINAL – TECHNICAL COMPONENT and the financial component should be marked as  
172 "ORIGINAL – FINANCIAL". These two folders should then be enclosed in a sealed envelope  
173 marked as "ORIGINAL BID"

174 The same is done to copy 1 and copy 2

175  
176 **All envelopes shall :**  
177 Contain the name of the contract to be bid in capital letters;  
178 Bear the name and address of the Bidder in capital letters;  
179 Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;  
180 Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and  
181 Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in  
182 accordance with ITB Clause 21.

183  
184 NAME OF THE PROJECT : **Procurement of Laboratory Equipment for the Upgrading of**  
185 **Indoor and Controlled Button Mushroom Production Facility at USEP**

186  
187 **BIDDERS NAME AND ADDRESS**  
188 **MR. REMEGIO G. DUYAN, JR.**  
189 **BAC- Chairperson**  
190 **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
191 **Tagum-Mabini Campus**  
192 **Apokon, Tagum City**  
193 **DO NOT OPEN BEFORE**  
194 **April 21, 2021 AT 1:30 P.M.**

195  
196 Unsealed or unmarked bid envelopes, or in case of electronic bid submission, **Bidding**  
197 **Documents not in compressed archive folders and are not password-protected**, shall be  
198 rejected. However, bid envelopes that are not properly sealed and marked or not properly  
199 **compressed and password-protected**, as required in the Bidding Documents, shall be  
200 accepted, provided that the bidder or its duly authorized representative shall acknowledge such  
201 condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement  
202 of the improperly sealed or marked bid or **improperly compressed or password-protected**  
203 **folder, or for its premature opening.**

204  
205 For electronic bid submission, the passwords for accessing the Bidding Documents will be  
206 disclosed by the Bidders only during the actual bid opening which may be done in person or  
207 face-to-face through videoconferencing, webcasting or similar technology.

208  
209 The deadline for submission of bids is on April 21, 2021 (Wednesday).  
210 Cut-off time will be at 1:00 PM.  
211 Opening of bids will be on  
212 April 21, 2021 @ 1:30 p.m  
213 The venue will be at the USEP FTC Hall, USEP Tagum Unit.  
214 Any bid submitted after the cut-off time shall be declared late and shall not be anymore accepted.

215  
216 Section 41. Reservation Clause  
217 The HOPE reserves the right to reject any all bids, declare a failure of bidding, or not award the  
218 contract in the following situations:

219



220 a) If there is prima facie evidence of collusion between appropriate public officers or  
221 employees of the Procuring Entity, or between the BAC and any of the bidders, or if the  
222 collusion is between or among the bidders themselves, or between a bidder and a third  
223 party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress  
224 or nullify competition;

225 b) If the BAC is found to have failed in the following prescribed bidding procedures; or

226 c) For any justifiable and reasonable ground where the award of the contract will not redound  
227 to the benefit of the GoP, as follows:

228 If the physical and economic conditions have significantly changed so as to render the project no  
229 longer economically, financially, or technically feasible, as determined by the HoPE;

230 If the project is no longer necessary as determined by the HoPE;

231 If the source of funds for the project has been withheld or reduced through no fault of the  
232 Procuring Entity

233  
234 A complete set of Bidding Documents can be purchased at the BAC Office upon payment of the  
235 applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB,  
236 in various amounts, payable at the Cashier's Office

237  
238 Mr. Duyan read the items and told the bidders that the items being read with description can be  
239 downloaded as attachment with the ITB in the Philgeps.

240 1. Autoclave –capacity: 200L

241 2. Single Seater Laminar Flow Hood

242 3. Refrigerator, 22 cu.ft.

243 4. Pressure Cooker

244 5. Split-type Air conditioner – 2.5HP Wall mounted inverter, Indoor/Outdoor with  
245 Installation

246 6. Generator Set

247

248 Ms. Bacatan presented the specifications of the items.

249

250 Mr. Duyan informed the bidders that the presented specifications can be screen shot.

251

252 Ms. Gamaya asked if the specs in Item No. 1 can be lowered from 200L to 150-200L because of  
253 the ABC is small than the products specifications.

254

255 Mr. Ramos answered that the set volume specification is 200L.

256

257 Ms. Gamaya asked for the bank account for bidding docs fee in case they will join.

258

259 Mr. Duyan said that the BAC will send the account number in which they can deposit the bid  
260 docs fee.

261

262 Ms. Gamaya reiterated her call to lower the specifications of Item No. 1.

263

264 Mr. Duyan asked the bidders whether they can produce the 200L in the ABC amount or not so  
265 that the BAC can finalize the specs to put in the supplemental bid.

266

267 Mr. Ramos asked the BAC if it is possible to change to 150-200L.

268

269 Ms. Albores said that 200L is high for the ABC.

270

271 Mr. Ramos after hearing the side of the bidders again asked the BAC if it is possible to change to  
272 150-200L.

273

274 Mr. Duyan said that the BAC will issue a supplemental bid for the particular Item.

275  
276 Mr. Duyan asked for other concerns.  
277  
278 Ms. Gamaya asked if she will submit online documents, will she submit only one (1) scanned  
279 copy of bid documents.  
280  
281 Mr. Duyan answered in affirmative, however reminded that they still need to comply in the  
282 submission of hard documents later.  
283  
284 Ms. Gamaya asked for bid docs price.  
285  
286 Mr. Duyan reiterated that since the bidding is per item the bid docs ranges from One Thousand  
287 Pesos (Php. 1,000.00) up to Five Thousand Pesos (Php. 5,000.00) depending on the items that  
288 will be bid.  
289  
290 Ms. Libre chatted for "For Items No. 1, No Concerns"  
291  
292 Mr. Duyan asked if there are other concerns.  
293  
294 Ms. Gamaya clarified if the bidding is per item.  
295  
296 Mr. Duyan answered in affirmative.  
297  
298 Mr. Duyan clarified that bidding documents proce ranges from Five Hundred pesos (Php.  
299 500.00) up to Five Thousand Pesos (Php. 5,000.00) for the project depending on the items and  
300 number of items that the bidders will bid.  
301  
302 Ms. Albores asked for Item No. 2 if it is possible to lower the specifications.  
303  
304 Mr. Duyan asked Mr. Ramos.  
305  
306 Mr. Ramos justified that it cannot be done.  
307  
308 Ms. Albores asked if the specified specifications and price came from the internet of from a  
309 specific brand or company.  
310  
311 Mr. Ramos answered that it is from the internet and the prevailing market value.  
312  
313 Ms. Albores answered "ok"  
314  
315 Mr. Ramos also raised that for Item No. 1, he preferred to stick on the specifications of 200L as  
316 an end-user and one supplier even chatted that he has no problems with the specifications of No.  
317 1.  
318  
319 Ms. Soledad asked if they can have the 150-200L as discussed earlier and not just rely on the  
320 chat of one supplier.  
321  
322 Mr. Duyan asked Mr. Ramos.  
323  
324 Mr. Ramos justified that they really need the 200L because they will be cooking soil and based  
325 on the funding agency's standard since they were informed about the specifications of 200L for  
326 item No. 1.  
327  
328 Mr. Duyan asked the BAC Members.  
329



330 Mr. Recto, TWG told Mr. Duyan to stick to 200L as minimum volume capacity since they can  
331 always have a re-bid if there will be failure of the first bidding for the particular item.

332  
333 Mr. Duyan agreed.

334  
335 Mr. Montepio, BAC Member intervened and said that the specs from funding agency is 200L so  
336 for the first bidding the Bac needs to stick to the specifications. However if there will be no  
337 bidders for the specified volume then the BAC will talk with Mr. Ramos to lower the volume  
338 capacity to 150L for the second bidding.

339  
340 Mr. Duyan solicited the answer from BAC members for a motion.

341  
342 Mr. Montepio motioned "to stick to the specifications of Item No. 1 Autoclave having a  
343 Capacity of 200L"

344  
345 Ms. Duran seconded the motion.

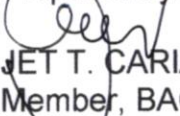
346  
347 Mr. Duyan stated that "the motion has been moved and seconded, the motion is approved, the  
348 BAC will stick to the 200L specification for item no. 1, the BAC will no longer issue  
349 supplemental bid for the said item".

350  
351 Mr. Duyan asked the bidders if they have other concerns.

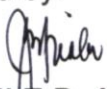
352  
353 Ms. Albores answered "none".

354  
355 At 10:30a.m., Mr. Duyan adjourned the meeting.


356  
357  
358 Prepared by:

359   
360 JET T. CARIAGA  
361 Member, BAC Secretariat

362  
363  
364 Noted by:

365   
366  
367 CECILE B. ARIOLA  
368 BAC Secretariat

369  
370  
371 Approved:

372   
373  
374 REMEGIO G. DUYN, JR.  
375 BAC Chairperson