



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

**MINUTES OF MEETING**  
 February 24, 2021

**Agenda:**

1. Pre-Bid Conference on the Procurement of Technical and Scientific Equipment.

**Venue:** BAC Office / Online through Google Meet: vzh-etkw-dts

**Present in the meeting:**

- |                                   |  |
|-----------------------------------|--|
| 1. Mr. Remegio G. Duyan, Jr.      | - BAC Chairperson                              |
| 2. Dr. Genna J. Carmelo           | - BAC Vice Chair                               |
| 3. Ms. Virginia Barbara P. Nillas | - Member, BAC (On-line)                        |
| 4. Dr. Marites L. Domingo         | - Provisional Member, BAC / End-User (On-line) |
| 5. Dr. Analyn A. Villaroman       | - BAC Member, BAC / End-User                   |
| 6. Ms. Ceciie B. Arioia           | - BAC Secretariat                              |
| 7. Mr. Jet T. Cariaga             | - Member, BAC Secretariat / End-User           |
| 8. Ms. Allaine O. 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. Ms. Irish Joy B. Alasad       | - BAC Staff                                    |
| 13. Mr. Michael Requillo          | - P.T. Cerna Corp.                             |
| 14. Ms. Rachel Buot               | - Berovan Marketing                            |
| 15. Mr. Julius V. Alterado        | - Berovan Marketing                            |
| 16. Ms. Emerald Albores           | - Krypton Industrial Resources (On-line)       |
| 17. Ms. Maria Katrina Roncal      | - Drake Marketing and Equipment (On-line)      |
| 18. Mr. Ulpio D. Oftana, Jr.      | - Everyday Enterprises (On-line)               |

**Proceedings:**

At 10:00am the Pre-bid conference started by singing of the National anthem and University Ecumenical Prayer via AVP.

Mr. Remegio Duyan presided the conference, greeted everyone and asked the secretariat to read the present attendees 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. Ilisan to virtually present the requirements for the bidding of the technical and scientific equipment for the school of medicine.

Mr. Duyan read the slides with the following contents:

The Approved Budget for the Contract or ABC for this project is **Php 12,647,821.00**

Name of the Project:

“Procurement of Technical and Scientific Equipment”

54

55 Location: USEP Tagum-Mabini Campus

56 Source of Funds: GOP thru Fund 101

57 Delivery : 90 days upon receipt of the NTP

58

59 Eligibility Requirements:

60

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

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

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

67

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

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

71 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or  
72 irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of

73 Php 252,956.42 to be deposited at Campus Cashier;

74 if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an  
75 equivalent amount of Php 632,391.05 to be issued by Universal or Commercial Bank.

76

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

79 Bid Securing Declaration will also be accepted.

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

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

83

84 The first envelope shall contain the following:

85 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

86 Legal Documents

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

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

91 © Mayor's or Business permit issued by the city or municipality where the principal place of  
92 business of the prospective bidder is located, or the equivalent document for Exclusive Economic  
93 Zones or Areas; and

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

96

97 Technical Documents

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

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

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

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Address: University of Southeastern Philippines  
Tagum-Mabini Campus, Apokon, Tagum City  
Philippines 8100

Telephone: (084) 218-0998 local 505

Website: [www.usep.edu.ph](http://www.usep.edu.ph)

E-mail: [useptagum@usep.edu.ph](mailto:useptagum@usep.edu.ph)



107 Or Original copy of Notarized Bid Securing Declaration; and  
108 (h) Conformity with the Technical Specifications, which may include production/delivery  
109 schedule, manpower requirements, and/or after-sales/parts, if applicable; and  
110 (i) Original duly signed Omnibus Sworn Statement (OSS);  
111 and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership,  
112 or cooperative; or Original Special Power of Attorney of all members of the joint venture giving  
113 full power and authority to its officer to sign the OSS and do acts to represent the Bidder.  
114

115 Financial Documents

116 (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and  
117 current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized  
118 institutions, for the preceding calendar year which should not be earlier than two (2) years from  
119 the date of bid submission; and  
120 (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
121 or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC  
122 computation.  
123

124 Class "B" Documents

125 (L) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already  
126 in existence;  
127 or  
128 duly notarized statements from all the potential joint venture partners stating that they will enter  
129 into and abide by the provisions of the JVA in the instance that the bid is successful.  
130

131 II. FINANCIAL COMPONENT ENVELOPE

132 (m) Original of duly signed and accomplished Financial Bid Form; and  
133 (n) Original of duly signed and accomplished Price Schedule(s).  
134

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

136 (o) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to  
137 Filipinos] Certification from the relevant government office of their country stating that Filipinos  
138 are allowed to participate in government procurement activities for the same item or product.  
139

140 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic  
141 Entity.  
142

143 In case of two or more bidders are determined and declared lowest and responsive bidder, the  
144 procuring entity may use "draw lots" as the tie-breaking method.  
145

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

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

151 Computation of NFCC in accordance with ITB Clause 19.5.  
152

153 **SEALING AND MARKING OF BIDS**

154 The bidder shall submit **three copies** of their eligibility/technical and financial documents – the  
155 original, copy 1 and copy 2 in separate folders.  
156

157 The documents should be properly fastened in a folder and the sequence/ or arrangement of the  
158 documents should be in accordance with the checklist. If possible, each document should have a

159 tab/markings. The technical component should be separately fastened from the financial  
160 component.

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

165 The same is done to copy 1 and copy 2

166

167 **All envelopes shall :**

168 Contain the name of the contract to be bid in capital letters;

169 Bear the name and address of the Bidder in capital letters;

170 Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;

171 Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and

172 Bear a warning "DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in  
173 accordance with ITB Clause 21.

174

175 **NAME OF THE PROJECT : Procurement of Technical and Scientific Equipment**

176 **BIDDERS NAME AND ADDRESS**

177 **MR. REMEGIO G. DUYAN, JR.**

178 **BAC- Chairperson**

179 **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

180 **Tagum-Mabini Campus**

181 **Apokon, Tagum City**

182 **DO NOT OPEN BEFORE**

183 **March 10, 2021 AT 9:30 A.M.**

184

185 Unsealed or unmarked bid envelopes, **or in case of electronic bid submission, Bidding**  
186 **Documents not in compressed archive folders and are not password-protected**, shall be  
187 rejected. However, bid envelopes that are not properly sealed and marked **or not properly**  
188 **compressed and password-protected**, as required in the Bidding Documents, shall be  
189 accepted, provided that the bidder or its duly authorized representative shall acknowledge such  
190 condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement  
191 of the improperly sealed or marked bid **or improperly compressed or password-protected**  
192 **folder, or for its premature opening.**

193

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

197

198 The deadline for submission of bids is on March 10, 2021 (Wednesday).

199 Cut-off time will be at 9:00 AM.

200 Opening of bids will be on

201 March 10, 2021 @ 9:30 a.m

202 The venue will be at the USEP FTC Hall, USEP Tagum Unit.

203 Any bid submitted after the cut-off time shall be declared late and shall not be anymore accepted.

204

205 Section 41. Reservation Clause

206 The HOPE reserves the right to reject any all bids, declare a failure of bidding, or not award the  
207 contract in the following situations:

208

209 a) If there is prima facie evidence of **collusion between appropriate public officers or**  
210 **employees of the Procuring Entity, or between the BAC and any of the bidders, or if the**  
211 **collusion is between or among the bidders themselves, or between a bidder and a third**

212 party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress  
213 or nullify competition;

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

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

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

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

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

222

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

226

227 Ms. Ilisan presented the list of scientific and technical equipment

228

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

231 Item 1: Medical Hand Held Electric Bone Saw (reamer, drill, saw)

232 2: Automated Microbiology Bacterial Identification and Anti-microbial Susceptibility  
233 System

234 3: Centrifuge

235 4: Colorimeter

236 5: Ultrapure & Pure Water Purification System

237 6: Stirring hot Plate

238 7: Examination table (complete set)

239 8: Anesthesia Machine

240 9: Infant Radiant Warmer

241 10: ECG Machine with thermal papers 5 rolls

242 11: Cautery-Electrosurgical machine complete set

243 12: DR Table complete

244 13: OR Table

245 14: Set of Electro Fetal Monitor complete set and doppler

246 15: Pulse oximeter desktop type

247 16: Set of Aneroid BP Apparatus (1 unit) with stand and Stethoscope (3 units)

248 17: Set of OR Lamp movable/mobile, Mayo Stand with tray

249 18: Set of Scale Baby and Scale Physician

250 19: Set of Electric Hospital Bed with Mattress and Complete Bed Sheets

251 20: set of Infusion Pump multi-channel with syringe pump

252 21: Emergency Cart

253 22: Set of Chart Holder Mobile (1 pc) with Heavy Duty Hospital Patient Record Clipboard  
254 Plastic (20 pcs)

255 23: Medicinal Cabinet with wheels

256 24: Set of Overbed Table, Bedside Table, Foot Stool, IV Stand

257 25: Utility Cart

258 26: Defibrillator set

259 27: Suction Machine set

260 28: Set of Oxygen tank with cart (25lbs) with regulator and High Grade Hospital Bag Valve  
261 Mask Complete Set (Adult, Pedia and Pre-term)

262 29: Set of Nebulizer, Wheelchair, UV Germicidal Lamp and Hospital Linen Hamper

263 30: Minor Operating Light

264 31: Set of Fiber Optic Laryngoscope Systems, Otoscope Set and Ophthalmoscope set

- 265 32: Heavy Duty Stretcher collapsible  
266 33: Set of 2020 AHA Guidelines Instructor & Student Manual & DVD Set (BLS, ACLS,  
267 ECG & PALS) and 2015 or latest PEARS AHA Guidelines for Instructor & Student  
268 Manual & DVD set  
269

270 Mr. Duyan read the terms and conditions for the said equipment:

271 **Note: For All Items**

272 **Terms and Conditions:**

- 273 Suppliers must be an authorized dealer of the equipment being offered, certificate of  
274 distributorship/dealership of items being bid must be included in the bid documents.  
275 Supplier must have a functioning service center in the Philippines, certification must be  
276 included in the bid documents.  
277 Suppliers must include the model and brand of the items being bid.  
278 The brand being offered must be widely accepted in the market for at least 10 years.  
279 All items should be brand new.  
280 Must have at least 1-year warranty.  
281 Must have at least 1-year preventive maintenance service (including labor and materials).  
282 Troubleshoot and other problems must be shouldered by the company  
283 Supplier must conduct free training/seminar on the operation and maintenance of  
284 machines/equipment.  
285 Power supply for equipment must be coordinated properly with the University to check for  
286 compatibility with the University and Tagum City's electrical supply.  
287 All Measuring Equipment must have a valid certificate of calibration.  
288 Post-qualification will be done physically or in online platform.  
289 Delivery time of equipment is within 90 days from the receipt of notice to proceed.  
290

291 Ms. Buot asked if the bid documents should be submitted physically or online.  
292

293 Mr. Duyan said that it could be submitted in both ways.  
294

295 Dr. Carmelo reiterated that if Bid documents will be submitted electronically then it should only  
296 bear one (1) password for financial and one (1) password for technical.  
297

298 Ms. Buot asked if they need to submit online.  
299

300 Dr. Carmelo said that the password is only for those who submitted electronically.  
301

302 Ms. Albores clarified that if they will submit physically then they are not required to submit  
303 electronically with password.  
304

305 Mr. Duyan answered in affirmative.  
306

307 Ms. Albores asked for the amount of the bid docs and clarified if it is in lot basis.  
308

309 Mr. Duyan clarified that the bid docs if per item, the amount is range depending on the item(s)  
310 that the bidders will bid.  
311

312 Mr. Duyan asked the bidders if the 90 days period is clear for the delivery period.  
313

314 Ms. Buot asked if they can have 120 days for the delivery because of problems in the customs.  
315

316 Mr. Duyan said that 120 days is long because the target is before the opening of the School of  
317 Medicine.


318  
319 Mr. Duyan however stated that if the bidders deemed that they can only deliver a certain item  
320 within 120 days then they must reflect it in their bid documents.  
321  
322 Ms. Buot clarified that it is only for instances of customs problems due to pandemic.  
323  
324 Mr. Duyan then said that as of now the delivery date is 90 days.  
325  
326 Ms. Albores asked on how they should treat the single largest completed contract.  
327  
328 Mr. Duyan said that SLCC should be comparable for the items being bid and not the entire  
329 amount.  
330  
331 Mr. Duyan asked the bidders if the items are from abroad.  
332  
333 Ms. Albores answered affirmatively.  
334  
335 Mr. Duyan said that considering the situation with limited travel, for the NOA and NTP example  
336 if their company is outside Davao Region then there is a need for the University to send it via  
337 LBC or other courier so it will take time to arrive due to mailing problems.  
338  
339 Mr. Duyan asked Ms. Roncal if she has concerns.  
340  
341 Ms. Roncal said that she has no concern.  
342  
343 Mr. Duyan asked if the end-user have concerns.  
344  
345 Dr. Domingo said that branded items should be from legitimate distributor or agent and she  
346 feared that the company that will join the bidding are not certified supplier.  
347  
348 Mr. Cariaga answered that it is written in the terms of condition that they must have certificate of  
349 distributorship.  
350  
351 Dr. Domingo said that it is a problem for machines that reagents should be compatible with and  
352 there will be problem buying these reagents if the company are not certified distributor of the  
353 certain machines being bid.  
354  
355 Mr. Duyan asked present suppliers of their thoughts.  
356  
357 Ms. Buot said that they commit with what they will bid because they have certificate of  
358 distributorship for all products that they will bid.  
359  
360 Mr. Oftana, Jr. raised a question because he was late.  
361  
362 Mr. Duyan said that the reading of items and requisitions are done.  
363  
364 Mr. Oftana, Jr. asked if the BAC can send him for list of items.  
365  
366 Mr. Duyan said that the BAC will provide list of items for the requesting party through their e-  
367 mail.  
368  
369 Mr. Oftana Jr. send his e-mail address via chatbox of the google meet.  
370

371 Mr. Duyan reminded every bidders that the terms and conditions must be observed.  
372  
373 Mr. Oftana thanked the BAC.  
374  
375 Other Bidders such as Ms. Requillo and Ms. Buot also asked a copy of the list of items.  
376  
377 Mr. Duyan said that it will be sent via e-mail.  
378  
379 Mr. Oftana Jr. asked if bidding documents can be released before paying.  
380  
381 Mr. Duyan said that it can be released but bidding documents will not be entertained unless the  
382 company has already paid the necessary amount.  
383  
384 Mr. Duyan again asked if there are other clarifications.  
385 He further stated that if there are no other concerns then everyone is invited during the opening  
386 of bids.  
387  
388 Mr. Oftana Jr. asked if he can visit the BAC office if he has concerns.  
389  
390 Ms. Ariola said that he can call or e-mail the BAC office for concerns due to strict health  
391 protocols.  
392  
393 Ms. Ilisan took pictures for documentation purposes.  
394  
395 At 11:02AM Mr. Duyan adjourned the meeting.  
396  
397

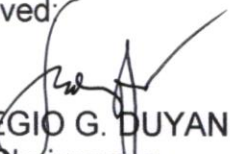
398 Prepared by:

399   
400 JET T. CARIAGA  
401 Member, BAC Secretariat  
402

403  
404 Noted by:

405   
406 CECILE B. ARIOLA  
407 BAC Secretariat  
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409

410  
411 Approved:

412   
413  
414 REMEGIO G. DUYAN, JR.  
415 BAC Chairperson