



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

**Minutes Bid -Evaluation Conference**

**Project: Procurement of Air-conditioning Unit with Installation for RDE Building, USEP Tagum-Mabini Campus , Mabini Unit**

Contract No. 2020-03/Goods

October 05, 2020 at 3:00 PM

Venue: Via Google Meet (ugm-cqst-kfg)

Obrero Campus, Davao City

ABC: PhP. 2,000,000.00

**Present were:**

**Bids and Award Committee:**

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Dr. Jose Alther Rivera	-	BAC Member
Ms. Rhinna M. Saan	-	BAC Alternate Member

**BAC Secretariat/Staff:**

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie C. Pagkaliwagan	-	BAC Secretariat
Ms. April Cimafranca	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

**TWG:**

Engr. Randy Tongson	-	TWG Ref. & Aircon. Equip.
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## A. Proceedings:

Upon declaration of a quorum, in behalf of Dr. Garcia, the BAC Vice Chair Dr. Nogodula called the meeting to order with three (3) BAC members attended at 3:00 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat and TWG.

## B. Rationale

Dr. Nogodula (BAC Vice Chair) mentioned that the purpose of bid evaluation is to determine the Lowest Calculated Bid (LCB). (IRR-A Section 32.1) This is done by:

1. Establishing the correct calculated prices of the bids, through a detailed evaluation of the financial component of the bids; and
2. Ranking of the total bid process as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the LCB.

## C. Presentation

The technical working group (TWG) for Refrigeration and Air-conditioning unit Equipment Engr. Randy Tongson presented the Bid Evaluation Report for the Procurement of Air-conditioning Unit with Installation for RDE Building, USeP Tagum-Mabini Campus , Mabini Unit. He presented findings of the ff.:

### Findings:

#### 1.0 PROJECT IDENTIFICATION

Procurement of Airconditioning Unit with Installation for RDE Building at USeP Mabini Campus

Table 1. Identification

1.1 Purchaser (or Employer) a) Name :	University of Southeastern Philippines
b) Address:	Bo. Obrero, Davao City
1.2 Name of the Project :	<b>Procurement of Airconditioning Unit with Installation for RDE Building</b>
1.3 Location of the Project:	USeP Mabini Campus Compostela Valley
1.4 Approved Budget of Contract:	Two Million Pesos only (Php 2,000,000.00)
1.5 Method of Procurement:	Public Bidding

## 2.0 INITIAL STEPS IN THE BIDDING PROCESS

Narrative description of bidding

Table 2. Initial Steps in the Bidding Process

2.1 Pre-Procurement Conference	July 29, 2020
a) Date of Conference	
2.2 Invitation to Apply for Eligibility and to Bid	Yes
a) Date of First Publication :	August 26, 2020
b) Name of Newspaper :	PhilGeps Website
c) Date of Final Publication :	September 15, 2020
d) Name of Newspaper :	PhilGeps Webiste
2.3 Eligibility Check	
a) Date of eligibility check	September 23, 2020
b) Number of eligibility envelopes received:	Two (2) envelopes
c) Date of notices sent to bidders	X
d) Motion for reconsideration	X
2.4 Issuance of Bidding Documents	
a) Period of availability	August 26 – September 16 2020
b) Number of Bid Docs issued	Two (2) bidding documents
2.5 Amendments to Bidding Docs	Opening of bids change schedule
a) List all issue dates	September 9, 2020
2.6 Pre-bid Conference, if any	
a) Date of Conference	September 2, 2020
b) Date of Minutes sent to bidders	x

## 3.0 SUBMISSION AND OPENING OF BIDS AND PRELIMINARY EXAMINATION

Narrative description of bid submission and bid opening.

Table 3. Bid Submission and Opening

3.1 Submission Deadline	
a) Original date, time	September 16, 2020
b) Extensions, if any	September 23, 2020
3.2 Bid Opening date, time	September 23, 2020 @ 2:15 p.m
3.3 Minutes of bid opening, date sent to bidders	X
3.4 Numbers of bids submitted	2
3.5 Bid validity period (days or weeks)	
a) Originally specified	120 calendar days
b) Extensions/Revisions, if any	x

Table 4. Bid Prices (as Read Out)

Bidder Identification/Name	Bid as Read Amount (Php)
Oliv-Air Refrigeration and Airconditioning Svcs.	₱ 1, 943,340.00
RCBAR Builders	Not Complied

#### 4.0 CORRECTION OF BIDS

Table 5. Correction of Bids

Bidder Identification/Name	Bid as Corrected Amount (Php)
Oliv-Air Refrigeration and Airconditioning Svcs.	PhP. 2,053,805.00

The BAC will inform the bidder (OLIV-AIR) on the bid evaluation has resulted to the following bid amount as calculated:

Description	Quantity	Cost per unit	Total Cost
<b>Wall mounted , 2 HP Inverter</b>	6	40,885.00	245,310.00
<b>Installation cost</b>	6	7500.00	45,000.00
<b>Excess pipe</b>	78	350.00	27,300.00
<b>Wall mounted , 2.5 HP Inverter</b>	11	47,345.00	520,795.00
<b>Installation cost</b>	11	8000.00	88,000.00
<b>Excess pipe</b>	198	350.00	69,300.00
<b>Floor mounted , 4 HP Inverter</b>	7	139,400.00	975,800.00
<b>Installation cost</b>	7	8500.00	59,500.00
<b>Excess pipe</b>	60	380.00	22,800.00
			<b>Php 2,053,805.00</b>

TWG observed that the bid amount as read (as submitted) is One Million Nine Hundred Forty-Three Thousand Three Hundred Forty Pesos (Php 1,943,340.00) while the bid amount as corrected is Two Million Fifty-Three Thousand Eight Hundred Five Pesos (Php 2,053,805.00). The BAC will inform and seek confirmation from bidder (OLIV-Air) on their **willingness to still deliver the following items at a bid amount One Million Nine Hundred Forty-Three Thousand Three Hundred Forty Pesos (Php 1,943,340.00):**

- a) **2HP Wall-mounted inverter air-conditioning units, with installation (6 units)**
- b) **2.5HP Wall-mounted inverter air-conditioning units, with installation (11 units)**
- c) **3 tons/4HP Floor-mounted inverter air-conditioning units, with installation (7 units)**

Also the TWG presented following findings & comments on the said project::

REQUIREMENTS		FINDINGS	COMMENTS
1. Eligibility Requirements			
1.1	DTI Business Name Registration or SEC Registration	Complying	Submitted a copy of CERTIFICATE OF BUSINESS NAME REGISTRATION with DTI Certificate Number: 05625956. Expiration date is November 14, 2023.
1.2	Mayor's/Business Permit	Complying	Submitted a copy of <b>MAYOR'S PERMIT</b> issued by City of Davao, valid until <b>December 31, 2020</b> .
1.3	Tax Clearance	Complying	Submitted <b>Tax Clearance Certificate</b> issued on <b>August 27, 2020</b> with Tax Identification Number 282-176-742-000 and <b>TCC NO. 19-113-08-27-R0934-2020</b> .
1.4	Statement of ongoing contracts	Complying	Submitted all necessary documents such as Contract of Services between Damosa Land Inc and Oliv-Air Refrigeration and Air-conditioning Services, this contract amounted to 16,400,000.00 pesos. (private contract).
1.5	Statement of Single Largest Completed Contract	Complying	Submitted all necessary documents such as Certificate of Completion given by iligan Light and Power Inc; and Notice to Award, PO and Certificate of Accomplishment issued by Anflo Management and Investment Corporation.
1.6	Audited Financial Statement	Complying	The supplier submitted all necessary documents.
1.7	NFCC or credit line or cash deposit certificate	Complying	The supplier submitted all necessary documents.
1.8	Bid Securing Declaration Form	Complying	The supplier submitted all necessary documents.
1.9	PhilGEPS Certificate of Registration and Membership	Complying	Submitted a copy of PhilGEPS Certificate of Registration with Certificate No. 20180883964984819271. Valid until September 7, 2021.
2. Technical Specifications			
2.1	2 HP Wall-Mounted Inverter Aircon Units (6 units)	For Verification	Quantity exceeded by 1 unit based on the data from Schedule of Prices.
2..1	Installation Cost	Complying	The supplier indicated the installation cost per unit.
2..1	Excess pipe	Complying	The supplier indicated the excess pipe cost per unit.
2.2	2.5 HP Wall-Mounted Inverter Aircon Units (11 units)	Complying	The supplier indicated the exact number of units.
2..2	Installation Cost	Complying	The supplier indicated the installation cost per unit.
2..2	Excess pipe	Complying	The supplier indicated the excess pipe cost per unit.

2.3	3 tons/4 HP Floor-Mounted Inverter Aircon Units (7 units)	For Verification	The supplier indicated 6 units only, which is less than one unit, based on the data from Schedule of Prices.
2.3	Installation Cost	Complying	The supplier indicated the installation cost per unit.
2.3	Excess pipe	Complying	The supplier indicated the excess pipe cost per unit.
3. Terms and Conditions			
3.1	MUST BE AUTHORIZED AIRCON DEALER AND INSTALLER OF THE BRAND BEING OFFERED.	Complying	The supplier submitted a Certificate of Dealership from DAIKIN AIRCONDITIONING PHILIPPINES INC and AUTHORIZED SERVICE DEALERSHIP CERTIFICATION.
3.2	BRAND OF AIRCON UNIT MUST BE ATLEAST TEN (10) YEARS IN THE MARKET.	Complying	The supplier submitted all necessary documents.
3.3	BRAND OF AIRCON UNIT MUST BE ISO 9001:2008 – QUALITY MANAGEMENT SYSTEM CERTIFIED.	Complying	The supplier submitted all necessary documents.
3.4	THE PROJECT COST IS INCLUSIVE OF UNITS, LABOR/INSTALLATION MATERIALS AND TECHNICAL SUPERVISOR FOR THE SATISFACTORY COMPLETION OF THE PROJECT.	Complying	The supplier submitted all necessary documents.
3.5	Any errors or defects found in the work/s shall be corrected at the contractor's cost.	Complying	The supplier submitted all necessary documents.
3.6	In terms of warranty. Five (5) years warranty for compressor from the date of original purchase.	Complying	The supplier submitted all necessary documents.
3.7	Free maintenance for the 1 <sup>st</sup> year from the date of original purchase.	Complying	The supplier submitted all necessary documents.

**Recommendations:**

- ❖ For Item 2.1 & 2.3, please indicate the exact number of units and compute again the Total price. Make sure that the total price is below the ABC.
- ❖ For Item 2.3(4 HP units), Single Phase Power Supply must be chosen based on the end-user specification.
- ❖ Please review the Schedule of Requirements, Technical Specifications and Schedule of Prices. It should follow the Supplemental Bid Bulletin No. 2020-04 dated September 15, 2020.

#### **D. Comments and Suggestions:**

Engr. Tongson informed the BAC that the discrepancy on the quantity presented by Oliv-air on their Schedule of pricing has an impact to the total amount that they bid for the contract. Engr. Tongson elaborated that based on their quantity presented, they offered 7 units of 2.0 HP air-conditioning unit instead of only 6 unit. On the other hand, the bidder also offered 6 units of 2.5 HP air-conditioning unit instead of 7 unit and this is the reason why there would some changes in the total bid price. Ms. Estremos also informed the body regarding with the concern in the possible changes of bid price after the TWG had checked & evaluated the financial bid documents submitted that the bidder could not change the price that they offered during the opening of bids. She added that we have to inform & confirm the bidder if they are willing to adjust the quantity of each unit. The BAC will issue a supplemental bid bulletin without changing the total price that they bid.

Dr. Garcia informed the body that the BAC to send a letter to Oliv-Air based on the findings presented by the TWG.

#### **E. Adjournment:**

With no further instructions from the BAC and clarifications from the body of the Bid Evaluation Report was adjourned at 4:00 in the afternoon.

#### **Prepared by:**



**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

#### **Approved by:**



**REYNILO D. GARCIA**  
BAC Chairman/Goods