





**University of Southeastern Philippines**  
*Bids and Awards Committee*  
**Minutes Post-Qualification Evaluation**

**Project: Procurement of Air-conditioning Unit with Installation for RDE Building, USEP Tagum-Mabini Campus , Mabini Unit** Contract No. 2020-10/Goods  
October 14, 2020 at 3:00 P.M.  
Venue : Via Google meet (ehi-tjcb-nwc)  
Obrero Campus, Davao City  
ABC: 2,000,000.00

**Present were:**

**Bids and Award Committee:**

Dr. Reynilo D. Garcia	-	Chairman
Dr. Reynaldo M. Nogodula	-	Vice Chairman
Dr. Jose Alther Rivera	-	Member
Ms. Rhinna M. Saan	-	Alternate Member
Ms. Nimfa V. Maniscan	-	Alternate Member

**BAC Secretariat:**

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

**TWG:**

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

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order with Four (4) BAC members attended at 3:30 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat Members, and TWG.

### **B. Reading of Minutes:**

BAC Chairman Dr. Reynilo Garcia recommends to suspend the reading of the Minutes and advise the BAC if they have corrections with the minutes of previous meeting, they can respond through email as it is already sent on their respective email account . Suspension of reading of the minutes approved by Dr. Nogodula; then seconded by Dr. Rivera.

### **C. Business Matters:**

Dr. Garcia informed the body regarding the rules and regulations and the following criteria of the Post-qualification under (IRR-A Section 34.2) of RA 9184:

1. Legal Requirements. The post-qualification process under this criterion involves the verification, validation and ascertaining of the supplier's claim that it is not included in any government "blacklist," as well as all the licenses, permits and other documents it submitted. The legal requirements refer to the Legal Documents submitted by the bidder as part of the eligibility requirements, e.g., SEC registration, DTI business name registration, Mayor's permit, TIN, etc. The bidder's status with regard to "blacklisting" may be verified by checking the Consolidated Blacklisting Report issued by the GPPB, or the "blacklist" of any government agency.

2. Technical Requirements. Post-qualification under this criterion means that the BAC would have to validate, verify, and ascertain the veracity of the documents submitted by a supplier to prove compliance of the goods and services offered with the requirements of the contract and bidding documents. This involves the following processes:

- a. Verification and validation of the bidder's stated competence and experience;
- b. Verification and/or inspection and testing of the goods/products, after-sales and/or maintenance capabilities, in applicable cases; or inspection of the plant/factory of a manufacturer, to determine production capacity; and
- c. Ascertainment of the authenticity and sufficiency of the Bid Security as to type, amount, form and wording, and validity period.

3. Financial Requirements. Under this criterion, the BAC ought to verify, validate and ascertain the bid price proposal of the bidder and, whenever applicable, its computation of the NFCC, the required bank commitment to provide a credit line to the bidder, or the hold out on deposit status of the cash deposit certificate, in the amount specified and over the period stipulated in the ITB. This is to ensure that the bidder can sustain the operating cash flow of the transaction.

## D. Presentation

Eng. Tongson (TWG for Ref. and Airconditioning Equipment) presented the details of the Post-Qualification of Air-conditioning Unit with Installation for RDE Building, USEP Tagum-Mabini Campus , Mabini Unit as follows:

**Name of the Bidder:** Oliv-Air Refrigeration & Airconditioning Services

**Rank in the List of Bids:** First (1)

**Bid Price:** PhP. 1,943,340.00

**Period of Post-Qualification:** October 14, 2020

**Results of Post-Qualification:** Passed/Complie

### POST-QUALIFICATION EVALUATION REPORT

1. Name of the Bidder : **OLIV-AIR AIRCONDITIONING SERVICES**
2. Rank in the List of Bids : First (1)
3. Bid Price : ₱ 1,943,340.00
4. Period of Post-Qualification: October 14, 2020
5. Results of Post-Qualification: Passed/Complied

Requirements	Parties consulted	Findings
1. Eligibility Envelope		
1.1	DTI Business Name Registration or SEC Registration Verified from SEC ( <a href="https://bnrs.sec.gov.ph/web/guest/search">https://bnrs.sec.gov.ph/web/guest/search</a> )	Complying. SEC shows record of the business name as registered.
1.2	Business Permit	Complying. Submitted a copy of business permit, issued by the local government of Davao City; validity up to _____
1.3	Tax Identification Number Verified from BIR list of released Tax Clearance Certification issued on _____	Complying. The supplier submitted all necessary documents.
1.4	Statement of Non-Blacklisted	NA (Not Available)
1.5	Affidavit of No-Relations	NA (Not Available)
1.6	Valid joint venture agreement	NA (Not Available)
1.7	Authorizing BAC to verify statements	Complying. The supplier submitted all necessary documents.
1.8	Oath of Authenticity	NA (Not Available)
1.9	Articles or Partnership of Incorporation	NA (Not Available)
1.10	On-going and awarded contracts	Complying. The supplier submitted all necessary documents.
1.11	Completed similar contracts	Complying. The supplier submitted all necessary documents.
1.12	Copies of end-user's acceptance letters for completed contracts	Complying.

			The supplier submitted all necessary documents.
1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor		NA (Not Available)
1.14	Audited financial statements		Complying. The supplier submitted all necessary documents.
1.15	NFCC or credit line or cash deposit certificate		Complying. The supplier submitted all necessary documents.
2. Technical Envelope			
2.1	Bid Security		Complying. The supplier submitted all necessary documents.
2.2	Authority of signatory		Complying. The supplier submitted all necessary documents.
2.3	Production/Delivery Schedule		Complying. The supplier submitted all necessary documents.
2.4	Manpower Schedule		Complying. The supplier submitted all necessary documents.
2.5	After-sales service/parts, if applicable		Complying. The supplier submitted all necessary documents.
2.6	Technical Specifications		The supplier is capable of delivering of _____
2.7	Commitment to extend a credit line or cash deposit equivalent to 10% of the ABC		NA (Not Available)
2.8	Certification of Compliance with Labor Laws		NA (Not Available)
3. Financial Envelope			
3.1	Bid Prices in Bill of Quantities		NA (Not Applicable)
3.2	Recurring and Maintenance Costs		NA (Not Applicable)

TWG presented the response from the bidder (OLIV-Airconditioning Services) with regard to the result of 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>

The bidder (Oliv-Air) confirmed on 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)

**E. Comments and suggestions:**

Dr. Garcia asked the body for any comments and suggestions. Dr. Rivera asked the body if the electrical power on the site/location is ready for the installation of air-conditioning unit prior to the delivery the items. Dr. Garcia answered that as to the end-user's information during the conference, they committed that they will be provided with electric generator for the testing of the aircon units while preparing the readiness on the stability of electrical power connection for the air-conditioning units.

The BAC Chair suggested to the body to review and check all legal documents related to the project & informed that after the Post-qualification evaluation process, the BAC will prepare for a BAC Resolution and Notice of Award with Lowest Calculated and Responsive bidder for the said project.

**F. Adjournment:**

With no further instructions from the BAC and clarifications from the Bidders and there being no other matters to be discussed, the meeting was adjourned at 4:00 p.m.

Prepared by:



**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:



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

