



University of Southeastern Philippines

Bids and Awards Committee

MINUTES OF MEETING

April 14, 2021

Agenda:

1. Pre-Bid Conference on the Procurement of Laboratory Equipment for the Strengthening of AFMTC.

Venue: BAC Office / Online through Google Meet: eqa-ggqm-vcz

Present in the meeting:

- | | |
|-----------------------------------|--|
| 1. Mr. Remegio G. Duyan, Jr. | - BAC Chairperson |
| 2. Dr. Roger C. Montepio | - Member, BAC (On-line) |
| 3. Ms. Virginia Barbara P. Nillas | - Member, BAC |
| 4. Dr. Analyn A. Villaroman | - Member, BAC (On-line) |
| 5. Ms. Cecile B. Ariola | - BAC Secretariat |
| 6. Mr. Jet T. Cariaga | - Member, BAC Secretariat |
| 7. Ms. Allaine Bacatan | - Member, BAC Secretariat |
| 8. Ms. Germa V. Duran | - Member, TWG |
| 9. Mr. Rosalino Recto | - Member, TWG (On-line) |
| 10. Engr. Ruben V. Cantones | - Member, TWG (On-line) |
| 11. Engr. Ronnie Lusares | - End-User |
| 12. Ms. Irish B. Alasad | - BAC Staff |
| 13. Ms. Lovelyn Maciado | - Prince Valiant International Corporation |
| 14. Ms. Jonabeth Contorno | - P.T. Cerna Corporation |

Proceedings:

At 10:50am 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.

45 Mr. Duyan declared that the BAC is in quorum and asked Ms. Bacatan to virtually
46 present the requirements for the bidding of the laboratory equipment for the
47 Procurement of Laboratory Equipment for the Strengthening of AFMTC

48

49 Mr. Duyan read the slides with the following contents:

50

51 The Approved Budget for the Contract or ABC for this project is Php. 1,859,000.00.

52 Name of the Project:

53 "Procurement of Laboratory Equipment for the Establishment of Agricultural Fisheries
54 Machinery Testing Center"

55

56 Location: USEP Tagum-Mabini Campus

57 Source of Funds: GOP thru Fund DA-BAFE

58 Delivery : 90 days upon receipt of the NTP

59

60 Eligibility Requirements:

61

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

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

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

70

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

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

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

77 Php 37,180.00 to be deposited at Campus Cashier; if the bid security is in the form of a
78 Surety Bond, it should be 5% of the ABC or in an equivalent amount of Php 92,950.00
79 to be issued by Universal or Commercial Bank.

80

81 And if it is a combination of the foregoing, it should be proportionate to share of form
82 with 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
85 bids.

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

88

89 The first envelope shall contain the following:

90 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

91 Legal Documents
92 Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or
93 (b) Registration certificate from Securities and Exchange Commission (SEC),
94 Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative
95 Development Authority (CDA) for cooperatives or its equivalent document, and
96 (c) Mayor's or Business permit issued by the city or municipality where the principal
97 place of business of the prospective bidder is located, or the equivalent document for
98 Exclusive Economic Zones or Areas; and
99 (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the
100 Bureau of Internal Revenue (BIR).

101

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

108

109 Technical Documents

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

113 (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the
114 contract to be bid, except under conditions provided for in Sections 23.4.1.3 and
115 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided
116 in the Bidding Documents; and

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

119 Or Original copy of Notarized Bid Securing Declaration; and

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

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

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

127

128 Financial Documents

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

133 (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
134 or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC
135 computation.

136

137 Class "B" Documents
138 (L) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is
139 already in existence;
140 or
141 duly notarized statements from all the potential joint venture partners stating that they
142 will enter into and abide by the provisions of the JVA in the instance that the bid is
143 successful.

144 145 II. FINANCIAL COMPONENT ENVELOPE

146 (m) Original of duly signed and accomplished Financial Bid Form; and
147 (n) Original of duly signed and accomplished Price Schedule(s).

148 149 Other documentary requirements under RA No. 9184 (as applicable)

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

154
155 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or
156 Domestic Entity.

157
158 In case of two or more bidders are determined and declared lowest and responsive
159 bidder, the procuring entity may use "draw lots" as the tie-breaking method.

160
161 The Audited Financial statement should be stamped "RECEIVED" by the BIR or its duly
162 accredited and authorized institution.

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

166 Computation of NFCC in accordance with ITB Clause 19.5.

167 168 **SEALING AND MARKING OF BIDS**

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

171
172 The documents should be properly fastened in a folder and the sequence/ or
173 arrangement of the documents should be in accordance with the checklist. If possible,
174 each document should have a tab/markings. The technical component should be
175 separately fastened from the financial component.

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

180 The same is done to copy 1 and copy 2

181
182 ***All envelopes shall :***

183 Contain the name of the contract to be bid in capital letters;
184 Bear the name and address of the Bidder in capital letters;
185 Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
186 Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
187 Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of
188 bids", in accordance with ITB Clause 21.

189
190 **NAME OF THE PROJECT : Procurement of Laboratory Equipment for the**
191 **Establishment of Agricultural and Fisheries Machinery Testing Center**

192
193 **BIDDERS NAME AND ADDRESS**

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

195 **BAC- Chairperson**

196 **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

197 **Tagum-Mabini Campus**

198 **Apokon, Tagum City**

199 **DO NOT OPEN BEFORE**

200 **April 28, 2021 AT 9:30 A.M.**

201

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

211

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

215

216 The deadline for submission of bids is on April 28, 2021 (Thursday).

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

218 Opening of bids will be on

219 April 28, 2021 @ 9:30 a.m

220 The venue will be at the USEP BAC Office, USEP Tagum Unit.

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

223

224 **Section 41. Reservation Clause**

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

227

228 a) If there is prima facie evidence of **collusion between appropriate public officers or**
229 **employees of the Procuring Entity, or between the BAC and any of the bidders, or**
230 **if the collusion is between or among the bidders themselves, or between a bidder**
231 **and a third party, including any act which restricts, suppresses or nullifies or**
232 **tends to restrict, suppress or nullify competition;**

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

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

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

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

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

243
244 A complete set of Bidding Documents can be purchased at the BAC Office upon
245 payment of the applicable fee for the Bidding Documents, pursuant to the latest
246 Guidelines issued by the GPPB, in various amounts, payable at the Cashier's Office

247
248 Mr. Duyan read the items and told the bidders that the items being read with description
249 can be downloaded as attachment with the ITB in the Philgeps.

250
251 Ms. MAciado asked regarding the combo kit particularly the clamp ammeter if the
252 specifications presented should be followed or if a comparable item is accepted.

253
254 Mr. Lusares answered that a comparable item is accepted and subject for post-
255 qualification.

256
257 Ms. Maciado asked that if the power meter supposedly has its clamp aside from the
258 clamp meter.

259
260 Mr. Lusares answered in affirmative.

261
262 Ms. Maciado asked regarding the eligibility requirements if it is needed to have service
263 center. She added that they can send their technician in the university just in case there
264 will be problems.

265
266 Mr. Duyan said it is the preference of the end user.

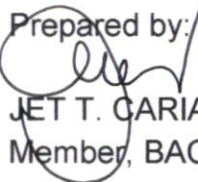
267
268 Engr. Lusares answered that it is okay as long as they will repair it and send their
269 technician within the warranty period.

270
271 Dr. Montepio suggested that the supplier must include the services that will be provided
272 during warranty, after warranty services and other aftersales.

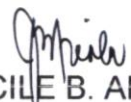
273

274 Mr. Duyan stated that aftersales conditions should be stated in the bid.
275
276 Ms. Maciado answered that they will comply. However, she clarified if it is not a basis
277 for disqualification.
278
279 Mr. Duyan stated that as long as it should be indicated in the bid.
280 Mr. Duyan asked if Mr. Lusares has concerns.
281
282 Mr. Lusares answered "none sir"
283
284 Mr. Duyan asked if there are other questions.
285
286 Ms. Maciado asked if online submission is accepted.
287
288 Mr. Duyan answered in affirmative.
289
290 Ms. Maciado clarified if hard copy can be submitted later.
291
292 Mr. Duyan answered that soft copy must be submitted on the declared deadline of
293 submission of documents, however, hard copy can be submitted later.
294
295 Ms. Maciado asked if it is per item.
296
297 Mr. Duyan answered in affirmative.
298
299 Mr. Duyan asked if there are other questions.
300
301 No one raised questions.
302
303 Mr. Duyan thanked everyone and adjourned BAC.
304
305 At 11:25a.m., Mr. Duyan adjourned the meeting.
306
307


308 Prepared by:

309 
310 JET T. CARIAGA
311 Member, BAC Secretariat
312

313
314 Noted by:

315 
316 CECILE B. ARIOLA
317 BAC Secretariat
318

Approved:


REMEGIO G. DUYAN, JR.
BAC Chairperson