



University of Southeastern Philippines
Bids and Awards Committee

MINUTES OF MEETING
April 14, 2021

Agenda:

1. Pre-Bid Conference on the Project Upgrading of Banana Tissue Culture Laboratory

Venue: BAC Office / Online through Google Meet: vbb-sadc-yak

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. Dhally A. Ilisan - Member, TWG (On-line)
9. Ms. Germa V. Duran - Member, TWG
10. Mr. Rosalino Recto - Member, TWG (On-line)
11. Engr. Ruben V. Cantones - Member, TWG (On-line)
12. Mr. Nelvin Villason - End-User/Project Leader
13. Ms. Jill Allwin B. Dongalo - Planning Staff
14. Mr. Jilmar Montillano - Planning Staff
15. Ms. Justil Gen C. Bacalso - Planning Staff
16. Ms. Junie D. Iraola - Cyrus James Builder & Supplies
17. Ms. Janilyn B. Gagarin - Mabanglo Arkikons Architechtural Cons.& Sup.
18. Mr. Marc D. Dimpas - Mark Anthony Construction and Supply
19. Ms. Lolie Rose Anne S. Caga-anan - Bermicon Development Corporation
20. Mr. Ryan Gee I. Penales - Bermicon Development Corporation
21. Mr. Pacensio C. Lapasa - DQMB

Proceedings:

At 1:45pm the Pre-bid conference started by singing of the National anthem and University Ecumenical Prayer via AVP.

Ms. Ariola 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.

53 Mr. Duyan declared that the BAC is in quorum and asked Ms. Ariola to virtually present
54 the requirements for the bidding of the of the project "Procurement of Laboratory
55 Equipment for the Upgrading of Banana Tissue Culture Laboratory
56 Mr. Duyan read the slides with the following contents:

57
58 The Approved Budget for the Contract or ABC for this project is **Php 3,500,000.00**

59 Name of the Project:

60 "Upgrading of Banana Tissue Culture Laboratory"

61

62 Location: USEP Mabini Unit

63 Source of Funds: GOP thru DA -ACEF

64 Delivery : 120 calendar days upon receipt of the NTP (including 15 unworkable
65 days)

66

67 Eligibility Requirements:

68

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

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

75 Likewise, any missing documents as required in the checklist are a ground for rejection
76 of the bid;

77

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

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

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

84 Php 70,000.00 to be deposited at Campus Cashier; if the bid security is in the form of a
85 Surety Bond, it should be 5% of the ABC or in an equivalent amount of Php 175,000.00
86 to be issued by Universal or Commercial Bank.

87

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

90 Bid Securing Declaration will also be accepted.

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

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

95

96 The first envelope shall contain the following:

97 **TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents**

98 Legal Documents

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

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

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

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

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 (h) Philippine Contractors Accreditation Board (PCAB) License;
118 Or Special PCAB License in case of Joint Ventures;
119 and registration for the type and cost of the contract to be bid; and

120
121 (i) Original copy of Bid Security. If in the form of a Surety Bond,
122 submit also a certification issued by the Insurance
123 Commission; or

124 Original copy of Notarized Bid Securing Declaration; and

125 (j) Project Requirements, which shall include the following:

126 a. Organizational Chart for the contract to be bid

127 b. List of contractor's key personnel (e.g. Project Manager, Project Engineers,
128 Materials Engineers, and Foremen), to be assigned to the contract to be bid,
129 with their complete qualification and experience data

130 **NOTE:**

131 If proposed Key Technical Personnel is an employee of the bidder and working on
132 another project at the time of bidding, the bidder shall submit a certification that (1) the
133 personnel will be pulled out from the on-going project once the bidder is awarded the
134 contract, and (2) he/she will be replaced with another person with equal or better
135 qualifications, as certified by the head of implementing office; the certification shall be
136 included in the first envelop of the sealed bid as per DO No. 9 S. 2012.

137 c. List of contractor's major equipment units, which are owned, leased, and/or
138 under purchase agreements, supported by proof of ownership or certification or
139 availability of equipment from the equipment lessor/vendor for the duration of the
140 project, as the case may be; and

141
142 (k) Original duly signed Omnibus Sworn Statement (OSS);
143 and if applicable, Original Notarized Secretary's Certificate in case of a corporation,
144 partnership, or cooperative; or Original Special Power of Attorney of all members of the
145 joint venture giving full power and authority to its officer to sign the OSS and do acts to
146 represent the Bidder.

147
148 Mr. Duyan reiterated that the documents may not need to be authenticated page per
149 page by the authorized personnel of the company, However, the omnibus sworn
150 statement submitted should be original, signed, sworn and sealed with wordings that
151 each of the documents submitted in satisfaction of the bidding requirements is an
152 authentic copy of the original, complete and all statements and information provided
153 therein are true and correct.

154
155 Financial Documents
156 ((l) The prospective bidder's audited financial statements, showing, among others, the
157 Supplier's total and current assets and liabilities, stamped "received" by the BIR or its

158 duly accredited and authorized institutions, for the preceding calendar year which
159 should not be earlier than two (2) years from the date of bid submission; and

160
161 (m) The prospective bidder's computation of Net Financial Contracting Capacity
162 (NFCC);

163
164 Class "B" Documents
165 (L) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is
166 already in existence;
167 or
168 duly notarized statements from all the potential joint venture partners stating that they
169 will enter into and abide by the provisions of the JVA in the instance that the bid is
170 successful.

171 172 II. FINANCIAL COMPONENT ENVELOPE

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

174
175 Other documentary requirements under RA No. 9184 (as applicable)

176 (p) Original of duly signed Bid Prices in the Bill of Quantities; and

177
178 (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating
179 the unit prices of construction materials, labor rates, and equipment rentals used in
180 coming up with the Bid; and

181
182 (r) Cash Flow by Quarter.

183
184 In case of two or more bidders are determined and declared lowest and responsive
185 bidder, the procuring entity may use "draw lots" as the tie-breaking method.

186
187 The Audited Financial statement should be stamped "RECEIVED" by the BIR or its duly
188 accredited and authorized institution.

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

192 Computation of NFCC in accordance with ITB Clause 19.5.

193 194 **SEALING AND MARKING OF BIDS**

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

197
198 The documents should be properly fastened in a folder and the sequence/ or
199 arrangement of the documents should be in accordance with the checklist. If possible,
200 each document should have a tab/markings. The technical component should be
201 separately fastened from the financial component.

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

206 The same is done to copy 1 and copy 2

207
208 **All envelopes shall :**

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

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

WE BUILD DREAMS WITHOUT LIMITS

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

Telephone: (084) 218-0998 local 505
Website: www.usep.edu.ph
E-mail: useptagum@usep.edu.ph



211 Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
212 Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
213 Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of
214 bids", in accordance with ITB Clause 21.

215
216 **NAME OF THE PROJECT : Upgrading of Banana Tissue Culture Laboratory**
217 **Building**

218
219 **BIDDERS NAME AND ADDRESS**
220 **MR. REMEGIO G. DUYAN, JR.**
221 **BAC- Chairperson**
222 **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**
223 **Tagum-Mabini Campus**
224 **Apokon, Tagum City**
225 **DO NOT OPEN BEFORE**
226 **April 29, 2021 AT 9:30 A.M.**

227
228 Unsealed or unmarked bid envelopes, **or in case of electronic bid submission,**
229 **Bidding Documents not in compressed archive folders and are not password-**
230 **protected**, shall be rejected. However, bid envelopes that are not properly sealed and
231 marked **or not properly compressed and password-protected**, as required in the
232 Bidding Documents, shall be accepted, provided that the bidder or its duly authorized
233 representative shall acknowledge such condition of the bid as submitted. The BAC shall
234 assume no responsibility for the misplacement of the improperly sealed or marked bid
235 **or improperly compressed or password-protected folder, or for its premature**
236 **opening.**

237
238 For electronic bid submission, the passwords for accessing the Bidding Documents will
239 be disclosed by the Bidders only during the actual bid opening which may be done in
240 person or face-to-face through videoconferencing, webcasting or similar technology.

241
242 The deadline for submission of bids is on April 29, 2021 (Thursday).
243 Cut-off time will be at 9:00 AM.

244 Opening of bids will be on
245 April 29, 2021 @ 9:30 a.m

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

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

249
250 Section 41. Reservation Clause

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

253
254 a) If there is prima facie evidence of **collusion between appropriate public officers or**
255 **employees of the Procuring Entity, or between the BAC and any of the bidders, or**
256 **if the collusion is between or among the bidders themselves, or between a bidder**
257 **and a third party, including any act which restricts, suppresses or nullifies or**
258 **tends to restrict, suppress or nullify competition;**

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

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

263 If the physical and economic conditions have significantly changed so as to render the
264 project no longer economically, financially, or technically feasible, as determined by the
265 HoPE;
266 If the project is no longer necessary as determined by the HoPE;
267 If the source of funds for the project has been withheld or reduced through no fault of
268 the Procuring Entity
269
270 A complete set of Bidding Documents can be purchased at the BAC Office upon
271 payment of the applicable fee for the Bidding Documents, pursuant to the latest
272 Guidelines issued by the GPPB, in amount of Php 5,000.00 , payable at the Cashier's
273 Office
274
275 Mr. Duyan Mr. Montillano and Ms. Dongalo to present the detailed plans.
276 Ms. Dongalo presented the following, to wit:
277 Project Location : USEP Tagum-Mabini Campus, Mabini Unit
278 Approved Budget For Contract : Php. 3,500,000.00
279 Calendar Days : 120 Calendar Days Including 30 unworkable days
280 Mobilization and Demobilization
281 Offices, Shops, Stores, and Workmens Accommodation for Contractor
282 Permit/Clearances (Application of Building Permit)
283 Project Billboard / Signboard
284 Occupational Safety and Health Program
285 Clearing and Grubbing
286 Removal of Structures and Obstructions
287 Structure Excavation
288 Foundation Fill
289 Embankment
290 Reinforcing Steel Works
291 Structural Concrete, Class A
292 Structural Steel Fabrication and Erected
293 Formworks and Falseworks
294 Carpentry and Joinery Works
295 Aluminum Glass Windows and Signages
296 Wooden Doors and Windows
297 Pre-painted metal sheet works
298 Ceramic Tiles
299 Painting Works (CHB wall, dry wall, ceiling, and steel areas)
300 Plumbing Works
301 Masonry Works
302 Electrical Wires and Accessories
303
304 Mr. Montillano presented the detailed plans and layout.
305
306 Mr Villason stated that the construction of the building will be the house of new banana
307 culture laboratory and is externally funded.
308
309 Mr. Duyan asked if there are clarifications from the bidders.
310
311 No questions raised.
312
313
314
315

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E-mail: useptagum@usep.edu.ph



316 Mr. Duyan stated that if there are other clarifications the bidders may e-mail the BAC
317 office at bactmc@usep.edu.ph


318
319 Mr. Duyan thanked everyone and adjourned meeting.

320
321 At 2:27p.m., Mr. Duyan adjourned the meeting.

322
323
324 Prepared by:

325 
326
327 JET T. CARIAGA
328 Member, BAC Secretariat

329
330
331 Noted by:

332 
333
334 CECILE B. ARIOLA
335 BAC Secretariat

336
337
338 Approved:

339 
340
341 REMEGIO G. DUYAN, JR.
342 BAC Chairperson