



University of Southeastern Philippines
Bids and Awards Committee

MINUTES OF MEETING
April 29, 2021

Agenda:

- 1. Pre-Bid Conference on the Project "Procurement of Books and Equipment for USeP College of Medicine (Library Furnitures and Fixtures)"

Venue: BAC Office / Online through Google Meet: pzh-nrsz-yjz

Present in the meeting:

- 1. Mr. Remegio G. Duyan, Jr. - BAC Chairperson
- 2. Dr. Genna J. Carmelo - BAC Vice Chair
- 3. Dr. Analyn A. Villaroman - Member, BAC (On-line)
- 4. Ms. Cecile B. Ariola - BAC Secretariat
- 5. Mr. Jet T. Cariaga - Member, BAC Secretariat
- 6. Ms. Dhally A. Ilisan - Member, TWG (On-line)
- 7. Ms. Germa V. Duran - Member, TWG
- 8. Dr. Marites L. Domingo - Provisional Member, BAC / End-User
- 9. Ms. Winda B. Cejas - Head Librarian / End-User
- 10. Ms. Erlyn D. Payos - Library Staff
- 11. Ms. Irish B. Alasad - BAC Staff
- 12. Ms. Violeta Musngi - R2D2 Trading
- 13. Mr. Carlo C. Baltazar - Webcode IT Solutions
- 14. Mr. Isidro Padpad - Webcode IT Solutions

Proceedings:

At 1:35pm the Pre-bid conference started by singing of the National anthem and University Ecumenical Prayer via AVP.

Mr. Cariaga presented the AVP.

Mr. 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.

Mr. Duyan declared that the BAC is in quorum and asked Ms. Cariaga to virtually present the requirements for the bidding of Procurement of Books and Equipment for USeP College of Medicine (Library Furnitures and Fixtures)

Mr. Duyan read the slides with the following contents:

The Approved Budget for the Contract or ABC for this project is **Php 4,849,999.00**

Name of the Project:

"Procurement of Books and Equipment for USeP College of Medicine (Library Furniture and Fixtures)"

54 Location: USEP Mabini Unit
55 Source of Funds: GOP thru Fund 101 (GAA 2021)
56 Delivery : 120 calendar days upon receipt of the NTP (including 15 unworkable days)
57

58 Eligibility Requirements:

59
60 The eligibility requirements or checklist can be found in the bidding documents that the bidder
61 purchased;

62 All submitted documents should be duly authenticated or stamped as "Certified True Copy from
63 the Original" by the company head otherwise the bidder will be automatically disqualified. It
64 would also be advisable if the bidder will bring the original copies of the documents submitted;
65 Likewise, any missing documents as required in the checklist is a ground for rejection of the bid;

66
67 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility
68 check/screening;

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

70 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or
71 irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of
72 Php 96,999.98 to be deposited at Campus Cashier; if the bid security is in the form of a Surety
73 Bond, it should be 5% of the ABC or in an equivalent amount of Php 242,499.95 to be issued by
74 Universal or Commercial Bank.

75
76 And if it is a combination of the foregoing, it should be proportionate to share of form with
77 respect to total amount of security.

78 Bid Securing Declaration will also be accepted.

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

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

82
83 The first envelope shall contain the following:

84 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

85 Legal Documents

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

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

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

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

95
96 Technical Documents

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

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

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

106 (h) Conformity with the Technical Specifications, which may include production/delivery
107 schedule, manpower requirements, and/or after-sales/parts, if applicable; and
108 (i) Original duly signed Omnibus Sworn Statement (OSS);
109 and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership,
110 or cooperative; or Original Special Power of Attorney of all members of the joint venture giving
111 full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
112 (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and
113 current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized
114 institutions, for the preceding calendar year which should not be earlier than two (2) years from
115 the date of bid submission; and
116 (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
117 or
118 A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC
119 computation.

120
121 Class "B" Documents

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

126
127 II. FINANCIAL COMPONENT ENVELOPE

128 (m) Original of duly signed and accomplished Financial Bid Form; and
129

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

131 (p) Original of duly signed Bid Prices in the Bill of Quantities; and
132

133 (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit
134 prices of construction materials, labor rates, and equipment rentals used in coming up with the
135 Bid; and
136

137 (r) Cash Flow by Quarter.
138

139 In case of two or more bidders are determined and declared lowest and responsive bidder, the
140 procuring entity may use "draw lots" as the tie-breaking method.
141

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

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

147 Computation of NFCC in accordance with ITB Clause 19.5.
148

149 **SEALING AND MARKING OF BIDS**

150 The bidder shall submit **three copies** of their eligibility/technical and financial documents – the
151 original, copy 1 and copy 2 in separate folders.
152

153 The documents should be properly fastened in a folder and the sequence/ or arrangement of the
154 documents should be in accordance with the checklist. If possible, each document should have a
155 tab/markings. The technical component should be separately fastened from the financial
156 component.

157 The folder containing the original bid of the technical component should be marked as
158 "ORIGINAL – TECHNICAL COMPONENT and the financial component should be marked as

159 “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope
160 marked as “ORIGINAL BID”

161 The same is done to copy 1 and copy 2

162
163 **All envelopes shall :**
164 Contain the name of the contract to be bid in capital letters;
165 Bear the name and address of the Bidder in capital letters;
166 Should be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1;
167 Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
168 Bear a warning ‘DO NOT OPEN BEFORE.... “the date and time for the opening of bids”, in
169 accordance with ITB Clause 21.

170
171 NAME OF THE PROJECT : **Procurement of Books and Equipment for USEP College of**
172 **Medicine (Library Furniture and Fixtures)**

173
174 **BIDDERS NAME AND ADDRESS**

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

176 **BAC- Chairperson**

177 **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

178 **Tagum-Mabini Campus**

179 **Apokon, Tagum City**

180 **DO NOT OPEN BEFORE**

181 **May 12, 2021 AT 9:30 A.M.**

182
183 Unsealed or unmarked bid envelopes, **or in case of electronic bid submission, Bidding**
184 **Documents not in compressed archive folders and are not password-protected**, shall be
185 rejected. However, bid envelopes that are not properly sealed and marked **or not properly**
186 **compressed and password-protected**, as required in the Bidding Documents, shall be
187 accepted, provided that the bidder or its duly authorized representative shall acknowledge such
188 condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement
189 of the improperly sealed or marked bid **or improperly compressed or password-protected**
190 **folder, or for its premature opening.**

191
192 For electronic bid submission, the passwords for accessing the Bidding Documents will be
193 disclosed by the Bidders only during the actual bid opening which may be done in person or
194 face-to-face through videoconferencing, webcasting or similar technology.

195
196 The deadline for submission of bids is on

197 May 12, 2021 (Wednesday).

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

199 Opening of bids will be on

200 May 12, 2021 @ 9:30 a.m

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

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

203
204 Section 41. Reservation Clause
205 The HOPE reserves the right to reject any all bids, declare a failure of bidding, or not award the
206 contract in the following situations:

207
208 a) If there is prima facie evidence of **collusion between appropriate public officers or**
209 **employees of the Procuring Entity, or between the BAC and any of the bidders, or if the**
210 **collusion is between or among the bidders themselves, or between a bidder and a third**

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

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

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

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

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

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

221
222 A complete set of Bidding Documents can be purchased at the BAC Office upon payment of the
223 applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB,
224 in amount of Php 5,000.00 , payable at the Cashier's Office

225
226 Mr. Duyan presented the technical specifications for the library furniture and fixtures.

227

228 Ms. Cejas asked the bidders if they have similar works like the presented for library.

229

230 Mr. Padpad answered in affirmative and highlighted their work in CARAGA State University.

231

232 Ms. Musngi answered in affirmative telling the end-user that they have a team for the such as
233 well as after sales warranty and they supply schools for BFP requirements.

234

235 Ms. Cejas clarified if they have requirements for library works such as furniture and fixtures.

236

237 Ms. Musngi answered that they do not have similar works for library but they have delivered
238 furnitures and fixtures for offices of other agency.

239

240 Mr. Duyan asked if 90 days for the delivery after the receipt of NTP is doable.

241

242 Mr. Padpad asked for 30 days extension from the original 90 days due to the technologies
243 included in the bid.

244

245 Mr. Duyan asked Ms. Cejas if the end-user is amenable with it considering that the school of
246 medicine might open in August.

247

248 Ms. Cejas said that the furniture and fixtures must be delivered within 90 days and the remaining
249 IT equipment can be delivered for 120 days including installation.

250

251 Mr. Duyan clarified the period of delivery to Ms. Cejas.

252

253 Ms. Cejas said that there is no problem if the lacking delivery during the 90 days period are the
254 IT equipment, the Library can extend up to 120 days for it.

255

256 Mr. DUyan said that the BAC will issue a bid bulletin / supplemental bid for the following:

257 90 days for the furniture and fixtures

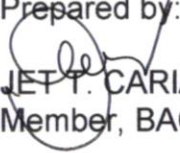
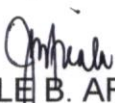
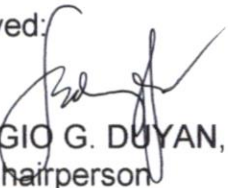
258 120 days for the IT Equipment

259

260 Mr. Duyan asked for the other bidders if they are amenable with it.

261

262 Mr. Padpad said that it is no problem in terms of architectural works within 90 days and IT for
263 120 days.

264
265 Mr. Padpad asked if the title of the project is correct.
266
267 Mr. Duyan informed that we need to follow the GAA 2021 title, and that the term (Furniture and
268 Fixture) is inserted for clarification purposes.
269
270 Mr. Padpad asked regarding the specifications of the equipment for interactive table.
271
272 Mr. Duyan said that the complete specifications will be included in the bidding docs that will be
273 purchased.
274
275 Mr. Padpad asked about the warranty of the IT equipments.
276
277 Ms. Duyan said that it will also be included in the bid ~~docs~~ ^{supplement}.
278
279 Mr. Duyan asked R2D2 trading for clarifications.
280
281 MS. Musngi affirmed that their company is okay 90 days for furniture and fixtures and 120 days
282 for IT equipment.
283
284 Mr. Duyan asked if there are clarifications from the bidders.
285
286 No questions raised.
287
288 Mr. Duyan thanked everyone and adjourned BAC.
289
290 At 2:28p.m., Mr. Duyan adjourned the meeting.
291
292
293 Prepared by:
294 
295 JETT T. CARIAGA
296 Member, BAC Secretariat
297
298
299 Noted by:
300 
301 CECILE B. ARIOLA
302 BAC Secretariat
303
304
305 Approved:
306 
307
308 REMEGIO G. DUYAN, JR.
309 BAC Chairperson
310