



University of Southeastern Philippines
Bids and Awards Committee

Minutes
Pre-Bid Conference

I. Attendance

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Dr. Jose Alther M. Rivera	-	BAC Member
Asso. Prof. Rioliza B. Molina	-	BAC Member
Ms. Nimfa V. Maniscan	-	Alternate Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

TWG:

Mr. Rosalino Recto	-	TWG Laboratory Equipment
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Bidders:

Ms. Alyssa Zen Ligue	-	Iraseth Pharma Inc.
Ms. Sherryl May Patago	-	RainPhil Inc.
Ms. Emerald Albores	-	Kyrpton Industrial Resources
Mr. David Delima	-	Noveaulab Asia Corp.
Mr. Michael Gatpatan	-	Noveaulab Asia Corp.
Mr. David Delima	-	

44 **II. Call to Order**

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46 The BAC Chair called the meeting to order after determining that there is a quorum at
 47 2:00 o'clock in the afternoon.

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AGENDA:
A) Procurement of the Laboratory Equipment for USeP-HRC-Agritech-Center UHAC at USeP Mabini Campus, Contract ID No. 2020-09/Goods
B) Other matters

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51 **II. Highlight of the meeting**

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> a) To clarify and address the bidders' questions to adequately prepare bids for the project particularly on the terms & conditions on the bidding documents and other aspects of the project b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.
Venue:	via Google link: Via Goggle meet (jgx-pyky-xre)
Date:	November 19, 2020, time 2:00 pm
Approved Budget for the Contract	amounting to One Million One Hundred Eighty Six Thousand Pesos (PhP 1,186,000.00).
Location:	- USeP Mabini Campus

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The BAC Chair provided a brief background of the project & presented the summary of the proceedings is as follows:

Topics/Issues	Comments/Decisions/ Instructions
Eligibility Requirements	The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased; All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted Bidders Responsibilities 6.2 (f)

	<p>“Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct.”</p>
<p>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</p>	<p>I. During Bid Submission:</p> <p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s. b. Technical Documents <ol style="list-style-type: none"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and 9. Latest Audited Financial Statement (AFS) stamped received by the BIR 10. Joint Venture Agreement, if applicable

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Topics/Issues	Comments/Decisions/ Instructions
	2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> 1. Income Tax Return 2. VAT Returns 3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice. III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> 1. Performance Security 2. Contract
Sealing and Marking of Bids	Showed an illustration <ul style="list-style-type: none"> ▪ If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.
Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of PhP 23,720.00

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	if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an equivalent amount of PhP 59,300.00
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Topics/Issues	Comments/Decisions/ Instructions
	<ul style="list-style-type: none"> ▪ And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. ▪ The bidder may also opt to submit a Bid Securing Declaration ▪ The validity period of the bid security should be 120 days from the date of opening of bids.
Audited Financial statement	<ul style="list-style-type: none"> ▪ The audited financial statement should be stamped “RECEIVED” by the BIR or its duly accredited and authorized institution. ▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office. ▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section

VI Technical Specification	Discussed in detail the Technical Specification
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Topics/Issues	Comments/Decisions/ Instructions
Procurement Timeline	<ul style="list-style-type: none"> ▪ The deadline for submission of bids is on December 02, 2020 (Wednesday) ▪ Cut-off time will be at 2:00 p.m. and Opening of bids shall immediately follow ▪ The venue will be at the USEP-Hostel, Obrero Campus, Davao City ▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.
Common Reasons for Disqualification	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission 2. Unsigned documents (when signature is required) 3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate) 4. Class A documents submitted are incomplete or expired 5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable) 6. SLCC (Amount, Period, Similarity) 7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB) 8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD

	(edited clause 3; additional clause 10) 9. NFCC/CLC is in the wrong envelope 10. Financial Proposal is not initialed in each and every page
	Dr. Nogodula also presented the content details of Bidding Documents and other relevant requirements as follows: <ul style="list-style-type: none"> • Invitation to Bid • Bid Data Sheet • Special Conditions of Contract • Bidding form <ul style="list-style-type: none"> - Statement of all On-going Government & Private Contracts - Single Largest Completed Contract Similar to Contract to be Bid - Certificate of Acceptance - Section VI. Schedule of Requirements - Technical Specifications - Financial Documents for Eligibility Check - Contract Agreement Form - Omnibus Sworn Statement - Bank Guarantee for Advance Payment - Bid Securing Declaration - Performance Securing Declaration Form - Certificate from Insurance Commission - Bidding Checklist

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TWG Presentation:	
The Technical Working Group representative (Mr. Rosalino Recto) presented the details and scope of the Procurement of the Laboratory Equipment for USeP-HRC-	

Agritech-Center UHAC at USeP Mabini Campus, Davao City as follows:	
DESCRIPTION/SPECIFICATIONS	BUDGET COST
1. Multi-parameter (pH meter/conductivity meter) (1 set)	115,000.00
2. Laboratory Refrigerator (1 unit)	120,000.00
3. Shaker, Reciprocating (1 unit)	115,000.00
4. ULTRAPURE LAB WATER SYSTEM (Direct Q3 UV Water Purification System)	600,000.00
5. Colorimeter (1 unit)	120,000.00
6. Rotary Microtome and Accessories (1 unit)	116,000.00

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The following are the questions from the bidders and the reply from the BAC members/BAC Secretariat/TWG:

Questions	Reply/Comments
1) Ms. Patago asked if the Ultrapure Lab water system could exceed the reservoir capacity from 6 Liters to 35 liters even it doesn't have a built-in tank. Mr. David Delima that he thinks that the BAC would grant it for as long as it won't exceed the ABC. Mr. Delima presented a detailed specification of smart Pac	Ms. Estremos informed the participating bidders that the GPPB has amended the requirements for the Omnibus Sworn Statement. Whereas instead of 1-9, it would be now 1-10 base on the GPPB resolution no. 16-2020. Dr. Nogodula called the attention of the end-users for some comments during this pre-bid conference. Dr. Puig and Ms. Estabillo informed the body that they've just research those presented technical specifications but they are not sure if there

	still some other equipment which have a better quality and specification which fits the allocated budget. Dr. Puig also added that the TWG is also not particular with the given specifications.
1) Ms. Albores asked if this project is an itemize bidding. 2)	Ms. Estremos responded that the project is per item.
3) Ms. Albores also asked if they could have an extension of delivery from 30 days to 60 days.	Dr. Puig answered that as long as it would be delivered within March 2021 then it would be ok for them to issue a supplemental bid bulletin for it.
4) Mr. Gapatan asked if they are satisfied with the ppm of TDS of item no. 1.	Dr. Puig replied that if there would be an offer from the bidders higher than the specified PPM then it would be much better.
5) Mr. Delima asked the end user for the item Laboratory Refrigerator if they could provide a higher capacity than 250L,	Ms. Puig affirmed with it. Ms. Puig corrected her previous statement regarding with PDS that they recommend the specification presented by TWG earlier instead of having higher PPM for it.
6) Followed up question by Mr. Delima if it is ok for the end-user to remove the external size and once again asked the end-user on item no. 1 if the Volumetric dispensing for type 1 water could be an optional.	Dr. Puig replied that the volumetric dispensing is important because it would be placed on a research center.

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III. Adjournment:

Dr. Reynaldo Nogodula moved for the adjournment of pre-bid meeting and seconded by Prof. Molina. With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:00 PM.

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Prepared by:



OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

REYNILO D. GARCIA
BAC Chair