



University of Southeastern Philippines
Bids and Awards Committee

MINUTES OF MEETING
April 8, 2021

Agenda:

- 1. Pre-Bid Conference on the Procurement of Laboratory Equipment for the upgrading of Indoor and Controlled Button Mushroom Production Facility.

Venue: BAC Office / Online through Google Meet: yiu-xbah-wcn

Present in the meeting:

- 1. Mr. Remegio G. Duyan, Jr. - BAC Chairperson
- 2. Dr. Roger C. Montepio - Member, BAC (On-line)
- 3. Dr. Genna J. Carmelo - BAC Vice Chair (On-line)
- 4. Ms. Virginia Barbara P. Nillas - Member, BAC (On-line)
- 5. Dr. Analyn A. Villaroman - Member, BAC (On-line)
- 6. Ms. Cecile B. Ariola - BAC Secretariat
- 7. Mr. Jet T. Cariaga - Member, BAC Secretariat
- 8. Ms. Allaine Bacatan - Member, BAC Secretariat
- 9. Ms. Dhally A. Ilisan - Member, TWG (On-line)
- 10. Ms. Germa V. Duran - Member, TWG
- 11. Mr. Rosalino Recto - Member, TWG (On-line)
- 12. Engr. Ruban V. Cantones - Member, TWG (On-line)
- 13. Mr. Fernan Rhean Ramos - End-User/Project Leader (On-line)
- 14. Ms. Shirley Ociones - Lab Traders, Inc. (On-line)
- 15. Ms. Wendilen Gamaya - Pro Maintech Consultancy Inc. (On-line)
- 16. Ms. Soledad R. Soledad - Jetmed Enterprise (On-line)
- 17. Ms. Emerald Albores - Krypton Industrial Resources (On-line)
- 18. Mr. Mark Anthony Libre - Drake Marketing (On-line)
- 19. Ms. Angel Licah Aporto - Kitchen Mall Corporation (KMC) (On-line)

Proceedings:

At 9:15am 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.

Mr. Duyan declared that the BAC is in quorum and asked Ms. Bacatan to virtually present the requirements for the bidding of the laboratory equipment for the upgrading of Indoor and Controlled Button Mushroom Production Facility.

Mr. Duyan read the slides with the following contents:

The Approved Budget for the Contract or ABC for this project is **Php 2,725,000.00**.

Name of the Project:

56 "Procurement of Laboratory Equipment for the Upgrading of Indoor and Controlled Button
57 Mushroom Production Facility at USEP"

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59 Location: USEP Tagum-Mabini Campus

60 Source of Funds: GOP thru Fund DA-ACEF / Button Mushroom Production Facility

61 Delivery : 90 days upon receipt of the NTP

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63 Eligibility Requirements:

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

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

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

71

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

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

75 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or
76 irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of
77 Php 54,500.00 to be deposited at Campus Cashier; if the bid security is in the form of a Surety
78 Bond, it should be 5% of the ABC or in an equivalent amount of Php 136,250.00 to be issued by
79 Universal or Commercial Bank.

80

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

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

87

88 The first envelope shall contain the following:

89 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

90 Legal Documents

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

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

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

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

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

106

107 Technical Documents

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