



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 Enhancement of Food Processing Laboratory.

**Venue:** BAC Office / Online through Google Meet: vfn-rsfy-jgj

**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                               |
| 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. Dr. Joyce C. Limbaga          | - End-User/Project Leader                   |
| 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)  |
| 20. Ms. Jonalyn P. Abuan          | - Kitchen Mall Corporation (KMC) (On-line)  |
| 21. Mr. Michael P. Gatpatan       | - Noveaulab Asia Corp. (On-line)            |
| 22. Ms. Madelaine Avila           | - Fil-Anaserve Inc. (On-line)               |
| 23. Mr. Leo Mari P. Remecilla     | - Gilmed Enterprises and Services (On-line) |
| 24. Mr. TJ Canas                  | - Yana Chemodities, Inc. (On-line)          |

**Proceedings:**

At 10:45am 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.

54 Mr. Duyan declared that the BAC is in quorum and asked Ms. Bacatan to virtually  
55 present the requirements for the bidding of the laboratory equipment for the  
56 Enhancement of Food Processing Laboratory

57

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

59

60 The Approved Budget for the Contract or ABC for this project is **Php 5,000,000.00**.

61 Name of the Project:

62 “Procurement of Laboratory Equipment for the Enhancement of Food Processing Laboratory at  
63 USEP Tagum-Mabini Campus”

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65 Location: USEP Tagum-Mabini Campus

66 Source of Funds: GOP thru Fund DA-ACEF / Food Processing Laboratory

67 Delivery : 90 days upon receipt of the NTP

68

69 Eligibility Requirements:

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

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

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

78

79 The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility  
80 check/screening;

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

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

84 Php 100,000.00 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 250,000.00 to be

86 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 with  
89 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 bids.

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

94

95 The first envelope shall contain the following:

96 TECHNICAL COMPONENT ENVELOPE CLASS “A” Documents

97 Legal Documents

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

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

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

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