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2 **University of Southeastern Philippines**
3 *Bids and Awards Committee*

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6 **MINUTES OF MEETING**
7 February 24, 2021

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9 **Agenda:**

- 10 1. Pre-Bid Conference on the Procurement of Technical and Scientific Equipment.

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12 **Venue:** BAC Office / Online through Google Meet: vzh-etkw-dts

13
14 **Present in the meeting:**

- 15 1. Mr. Remegio G. Duyan, Jr. - BAC Chairperson
16 2. Dr. Genna J. Carmelo - BAC Vice Chair
17 3. Ms. Virginia Barbara P. Nillas - Member, BAC (On-line)
18 4. Dr. Marites L. Domingo - Provisional Member, BAC / End-User (On-
19 line)
20 5. Dr. Analyn A. Villaroman - BAC Member, BAC / End-User
21 6. Ms. Ceciie B. Arioia - BAC Secretariat
22 7. Mr. Jet T. Cariaga - Member, BAC Secretariat / End-User
23 8. Ms. Allaine O. Bacatan - Member, BAC Secretariat
24 9. Ms. Dhally A. Ilisan - Member, TWG (On-line)
25 10. Ms. Germa V. Duran - Member, TWG
26 11. Mr. Rosalino Recto - Member, TWG (On-line)
27 12. Ms. Irish Joy B. Alasad - BAC Staff
28 13. Mr. Michael Requillo - P.T. Cerna Corp.
29 14. Ms. Rachel Buot - Berovan Marketing
30 15. Mr. Julius V. Alterado - Berovan Marketing
31 16. Ms. Emerald Albores - Krypton Industrial Resources (On-line)
32 17. Ms. Maria Katrina Roncal - Drake Marketing and Equipment (On-line)
33 18. Mr. Ulpio D. Oftana, Jr. - Everyday Enterprises (On-line)

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35 **Proceedings:**

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37 At 10:00am the Pre-bid conference started by singing of the National anthem and
38 University Ecumenical Prayer via AVP.

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40 Mr. Remegio Duyan presided the conference, greeted everyone and asked the
41 secretariat to read the present attendees of the said conference.

42
43 Mr. Cariaga read the attendance and stated that based on the attendance, the BAC is in
44 quorum.

45
46 Mr. Duyan declared that the BAC is in quorum and asked Ms. Ilisan to virtually present
47 the requirements for the bidding of the technical and scientific equipment for the school
48 of medicine.

49
50 Mr. Duyan read the slides with the following contents:

51 The Approved Budget for the Contract or ABC for this project is **Php 12,647,821.00**

52 **Name of the Project:**

53 "Procurement of Technical and Scientific Equipment"

54

55 Location: USEP Tagum-Mabini Campus

56 Source of Funds: GOP thru Fund 101

57 Delivery : 90 days upon receipt of the NTP

58

59 Eligibility Requirements:

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

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

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

67

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

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

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

73 Php 252,956.42 to be deposited at Campus Cashier;

74 if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an
75 equivalent amount of Php 632,391.05 to be issued by Universal or Commercial Bank.

76

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

79 Bid Securing Declaration will also be accepted.

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

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

83

84 The first envelope shall contain the following:

85 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

86 Legal Documents

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

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

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

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

96

97 Technical Documents

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

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

104 and

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

WE BUILD DREAMS WITHOUT LIMITS

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