



University of Southeastern Philippines

Bids and Awards Committee

MINUTES OF MEETING

April 14, 2021

Agenda:

1. Pre-Bid Conference on the Procurement of Laboratory Equipment for the Strengthening of AFMTC.

Venue: BAC Office / Online through Google Meet: eqa-ggqm-vcz

Present in the meeting:

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|-----------------------------------|--|
| 1. Mr. Remegio G. Duyan, Jr. | - BAC Chairperson |
| 2. Dr. Roger C. Montepio | - Member, BAC (On-line) |
| 3. Ms. Virginia Barbara P. Nillas | - Member, BAC |
| 4. Dr. Analyn A. Villaroman | - Member, BAC (On-line) |
| 5. Ms. Cecile B. Ariola | - BAC Secretariat |
| 6. Mr. Jet T. Cariaga | - Member, BAC Secretariat |
| 7. Ms. Allaine Bacatan | - Member, BAC Secretariat |
| 8. Ms. Germa V. Duran | - Member, TWG |
| 9. Mr. Rosalino Recto | - Member, TWG (On-line) |
| 10. Engr. Ruben V. Cantones | - Member, TWG (On-line) |
| 11. Engr. Ronnie Lusares | - End-User |
| 12. Ms. Irish B. Alasad | - BAC Staff |
| 13. Ms. Lovelyn Maciado | - Prince Valiant International Corporation |
| 14. Ms. Jonabeth Contorno | - P.T. Cerna Corporation |

Proceedings:

At 10:50am 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.

45 Mr. Duyan declared that the BAC is in quorum and asked Ms. Bacatan to virtually
46 present the requirements for the bidding of the laboratory equipment for the
47 Procurement of Laboratory Equipment for the Strengthening of AFMTC

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

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51 The Approved Budget for the Contract or ABC for this project is Php. 1,859,000.00.

52 Name of the Project:

53 "Procurement of Laboratory Equipment for the Establishment of Agricultural Fisheries
54 Machinery Testing Center"

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56 Location: USEP Tagum-Mabini Campus

57 Source of Funds: GOP thru Fund DA-BAFE

58 Delivery : 90 days upon receipt of the NTP

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60 Eligibility Requirements:

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

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

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

70

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

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

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

77 Php 37,180.00 to be deposited at Campus Cashier; if the bid security is in the form of a
78 Surety Bond, it should be 5% of the ABC or in an equivalent amount of Php 92,950.00
79 to be issued by Universal or Commercial Bank.

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

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

88

89 The first envelope shall contain the following:

90 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents