



University of Southeastern Philippines
Bids and Awards Committee

MINUTES OF MEETING
April 14, 2021

Agenda:

1. Pre-Bid Conference on the Project Upgrading of Banana Tissue Culture Laboratory

Venue: BAC Office / Online through Google Meet: vbb-sadc-yak

Present in the meeting:

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. Dhally A. Ilisan - Member, TWG (On-line)
9. Ms. Germa V. Duran - Member, TWG
10. Mr. Rosalino Recto - Member, TWG (On-line)
11. Engr. Ruben V. Cantones - Member, TWG (On-line)
12. Mr. Nelvin Villason - End-User/Project Leader
13. Ms. Jill Allwin B. Dongalo - Planning Staff
14. Mr. Jilmar Montillano - Planning Staff
15. Ms. Justil Gen C. Bacalso - Planning Staff
16. Ms. Junie D. Iraola - Cyrus James Builder & Supplies
17. Ms. Janilyn B. Gagarin - Mabanglo Arkikons Architechtural Cons.& Sup.
18. Mr. Marc D. Dimpas - Mark Anthony Construction and Supply
19. Ms. Lolie Rose Anne S. Caga-anan - Bermicon Development Corporation
20. Mr. Ryan Gee I. Penales - Bermicon Development Corporation
21. Mr. Pacensio C. Lapasa - DQMB

Proceedings:

At 1:45pm the Pre-bid conference started by singing of the National anthem and University Ecumenical Prayer via AVP.

Ms. Ariola 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.

53 Mr. Duyan declared that the BAC is in quorum and asked Ms. Ariola to virtually present
54 the requirements for the bidding of the of the project "Procurement of Laboratory
55 Equipment for the Upgrading of Banana Tissue Culture Laboratory
56 Mr. Duyan read the slides with the following contents:

57
58 The Approved Budget for the Contract or ABC for this project is **Php 3,500,000.00**

59 Name of the Project:

60 "Upgrading of Banana Tissue Culture Laboratory"

61

62 Location: USEP Mabini Unit

63 Source of Funds: GOP thru DA -ACEF

64 Delivery : 120 calendar days upon receipt of the NTP (including 15 unworkable
65 days)

66

67 Eligibility Requirements:

68

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

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

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

77

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

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

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

84 Php 70,000.00 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 175,000.00
86 to be 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
89 with 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
92 bids.

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

95

96 The first envelope shall contain the following:

97 **TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents**

98 Legal Documents

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

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

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