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

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6 **MINUTES OF MEETING**
7 April 29, 2021

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9 **Agenda:**

- 10 1. Pre-Bid Conference on the Project "Procurement of Books and Equipment for
11 USeP College of Medicine (Library Furnitures and Fixtures)"

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13 **Venue:** BAC Office / Online through Google Meet: pzh-nrsz-yjz

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15 **Present in the meeting:**

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|---------------------------------|--------------------------------------|
| 16 1. Mr. Remegio G. Duyan, Jr. | - BAC Chairperson |
| 17 2. Dr. Genna J. Carmelo | - BAC Vice Chair |
| 18 3. Dr. Analyn A. Villaroman | - Member, BAC (On-line) |
| 19 4. Ms. Cecile B. Ariola | - BAC Secretariat |
| 20 5. Mr. Jet T. Cariaga | - Member, BAC Secretariat |
| 21 6. Ms. Dhally A. Ilisan | - Member, TWG (On-line) |
| 22 7. Ms. Germa V. Duran | - Member, TWG |
| 23 8. Dr. Marites L. Domingo | - Provisional Member, BAC / End-User |
| 24 9. Ms. Winda B. Cejas | - Head Librarian / End-User |
| 25 10. Ms. Erlyn D. Payos | - Library Staff |
| 26 11. Ms. Irish B. Alasad | - BAC Staff |
| 27 12. Ms. Violeta Musngi | - R2D2 Trading |
| 28 13. Mr. Carlo C. Baltazar | - Webcode IT Solutions |
| 29 14. Mr. Isidro Padpad | - Webcode IT Solutions |

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31 **Proceedings:**

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33 At 1:35pm the Pre-bid conference started by singing of the National anthem and
34 University Ecumenical Prayer via AVP.

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36 Mr. Cariaga presented the AVP.

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38 Mr. Duyan presided the conference, greeted everyone and asked the secretariat to read
39 the present of the said conference.

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

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44 Mr. Duyan declared that the BAC is in quorum and asked Ms. Cariaga to virtually
45 present the requirements for the bidding of Procurement of Books and Equipment for
46 USeP College of Medicine (Library Furnitures and Fixtures)

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

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50 The Approved Budget for the Contract or ABC for this project is **Php 4,849,999.00**

51 Name of the Project:

52 "Procurement of Books and Equipment for USeP College of Medicine (Library Furniture and
53 Fixtures)"

54 Location: USEP Mabini Unit
55 Source of Funds: GOP thru Fund 101 (GAA 2021)
56 Delivery : 120 calendar days upon receipt of the NTP (including 15 unworkable days)
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58 Eligibility Requirements:

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

62 All submitted documents should be duly authenticated or stamped as "Certified True Copy from
63 the Original" by the company head otherwise the bidder will be automatically disqualified. It
64 would also be advisable if the bidder will bring the original copies of the documents submitted;
65 Likewise, any missing documents as required in the checklist is a ground for rejection of the bid;

66
67 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility
68 check/screening;

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

70 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or
71 irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of
72 Php 96,999.98 to be deposited at Campus Cashier; if the bid security is in the form of a Surety
73 Bond, it should be 5% of the ABC or in an equivalent amount of Php 242,499.95 to be issued by
74 Universal or Commercial Bank.

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

78 Bid Securing Declaration will also be accepted.

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

80 Under the eligibility and technical documents, the bidder is likewise required to submit its
81 license to operate
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83 The first envelope shall contain the following:

84 TECHNICAL COMPONENT ENVELOPE CLASS "A" Documents

85 Legal Documents

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

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

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

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

95
96 Technical Documents

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

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

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