

Standard Form Number: SF-INFR-32  
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**Republic of the Philippines**  
University of the Philippines Baguio  
Governor Pack Road, Baguio City  
(074) 446-9973  
www.upb.edu.ph  
bac.upbaguio@up.edu.ph

### MINUTES OF PRE-BID CONFERENCE

#### Present were:

VCA Jessica K. Cariño, BAC Chair	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair (Absent)	Ms. Rodolfo T. Suyat, TWG
Prof. Jocelyn Rafanan, Member (On OB)	Prof. Roland M. Hipol, Project Leader
Prof. Arellano A. Colongon, Jr., Member	Mr. Mar P. Viernes, Secretariat
Ms. Gloria Q. Rodriguera, Member	Ms. Maxinne Guinto, Auditor
Ms. Irene J. Enriquez, Head Secretariat	Prof. Analyn Salvador-Amores, Project Leader
Ms. Segrid Yan A. Bucagan, Secretariat	

Ms. Lorelei Camat, First and Finest Technology Corporation

The Pre-bid Conference for Supply and Delivery of Thread Controller Digital Loom, held at the Chancellor's Board Room, was called to order at 9:45 AM of 18 September 2019, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

#### 1. Business Matters


- Pre-procurement conference was conducted last 2 September 2019;
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 10 September 2019 until 30 September 2019;
- Approved Budget for the Contract is PhP 6,000,000.00;
- Funding source for the project is EIDR Amores under Trust Fund;
- The project will be bidded out in One (1) lot;
- The project is composed of Two (2) Items of Thread Controller Digital Loom;
- The project does not include trainings, laptop, and Photoshop application;
- One (1) unit will be delivered in University of the Philippines Baguio and 1 unit will be delivered in the College of Home Economics in University of the Philippines Diliman. An Addendum will be issued;
- Bid Documents can be paid directly at the Cash Office at the cost of PhP 5,000.00;
- Any bid that will exceed to the ABC will be outrightly disqualified;
- Delivery period is Ninety to One Hundred Twenty (90-120) Calendar Days;
- Submission of bids is 9:00 AM of 30 September 2019;
- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Opening of Bids is 9:30 AM of 30 September 2019 at the Chancellor's Board Room;
- Checklist is part of the bidding documents. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 30 September 2019;
- If bidders cannot submit the PhilGEPS Platinum Certification, Class "A" Legal documents can be submitted;
- Bidders can opt to submit a Committed Line of Credit instead of Net Financial Contracting Capacity. The Committed Line of Credited should be issued by a Commercial or Universal Bank;


- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained.
  - The Bid Security can be either Cash or Manager’s Check which is 2% of the ABC, Surety Bond which is 5% of the ABC, and/or a notarized Bid Securing Declaration
  - Omnibus Sworn Statement will ensure that the Bidding Process will be fair and transparent;
- Templates are provided for the following:
  - Statement of all its ongoing government and private contract, including contracts awarded but not yet started (SF-GOOD-13a, Page 67)
  - Statement of Single Largest Completed Contract which is similar in nature (Page 68)
  - Omnibus Sworn Statement (Page 57-59)
  - Bid Securing Declaration (Page 60-61)
  - Secretary’s Certification (Page 65-66)
  - Computation of Net Financial Contracting Capacity (Page 65);
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid;
- All signatures in the Financial Bid Documents for both the Original and Copy 1 should be original;
- Bid Submission will be at Supply Property Management Office (SPMO);

2. Noted comments/reactions from the BAC representatives and prospective bidders:

- VCA Cariño emphasized the following:
  - All offers should comply with the minimum specifications stated in the Technical Specification in Section VII of the Philippine Bidding Documents;
  - All of the pages of the financial proposal should be signed by duly authorized representative/s;
  - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
  - Non-submission of any documents prescribed in the checklist may lead to disqualification;
  - No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process;
  - If you have queries about the project, prospective bidders can e-mail at bac.upbaguio@up.edu.ph or call at (074) 446-9973 on or before 20 September 2019 and the BAC will be responding not later than 23 September 2019.
- The following questions were raised by the prospective bidders:

Question	Answer
Bid documents to be submitted will be 1 Original and 1 Copy?	Yes.
For the Single Largest Completed Contract, can we submit 2 projects which is 25% each of the ABC?	Yes. The summation of the 2 projects should be 50% or more than the ABC.

Prepared by:  
  
 Segrid Yan A. Bucagan  
 BAC Secretariat

Noted by: -  
  
 VCA Jessica K. Cariño  
 BAC Chairman

The BAC Secretariat shall record the minutes of the pre-bid conference and shall be made available to all participants not later than Five (5) calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issues discussed and the corresponding responses to said issues.