

Standard Form Number: SF-INFR-58
Revised on: August 11, 2004

Republic of the Philippines
University of the Philippines Baguio
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MINUTES OF PRE-BID CONFERENCE
6 April 2021

Present were:

VCA Jessica K. Cariño, BAC Chair	Ms. Ofelia O. Valencia, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Ms. Romelyn Fernandez, TWG
Ms. Gloria Q. Rodriguera	Mr. Donald C. Tan, TWG
Ms. Irene J. Enriquez, Head Secretariat	Mr. Ruel C. Lestino, TWG
Ms. Segrid Yan A. Bucagan, Secretariat	Prof. Roland M. Hipol, Project Leader
Mr. Jose Kym Alvaro, TWG	
Ms. Cecile G. Dangawen, TWG	
Ms. Vida Gerlyn Marges, ITS Science Phils.	
Mr. Jestine Mariani, ITS Science Phils.	
Ms. Cheska Isican, BDScientia Medical and Diagnostic	
Mr. Manny Joven, Multi System Corporation	
Ms. Angela Joy D. Landingin, Omnibus Bio-Medical Systems, Inc.	

Excused:

Prof. Jocelyn Rafanan, Member
Prof. Joel M. Addawe, Member

The Pre-Bid Conference for the Project: Supply, Delivery, and Installation of One (1) Unit Real Time PCR System (UPB-BID-2021-4), held at the Chancellor's Board Room, was called to order at 9:45 AM of 6 April 2021, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

1. Business Matters


- Reference No. is UPB-BID-2021-04;
- Approved Budget for the Contract is Php Two Million Pesos Only (Php 2,000,000.00);
- Funding source for the project is DOST-NRCP;
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 27 March 2021;
- Duration of the Project is Sixty (60) Calendar days;
- A laptop is included in the equipment to be procured;
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained:
 - Financial statements to be submitted are 2019 and 2020
 - Contracts similar to the Project shall have experience in supply, delivery, and installation of various scientific or laboratory equipment and should be completed within three (3) years prior to the deadline for the submission and receipt of bids
 - Subcontracting is not allowed
 - The project will be awarded as one (1) lot.

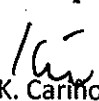
- Checklist is part of the bidding documents. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 19 April 2021;
- Bid Documents can be paid directly at the Cash Office at the cost of PHP 2,000.00 or can be deposited in UP Baguio accounts indicated in the Philippine Bidding Documents;
- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Instructions for online submission is indicated in the Philippine Bidding Documents;
- Opening of Bids is 9:30 AM on 19 April 2021 at the Chancellor's Board Room;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Prospective bidders are advised to use the prescribed forms included in the Philippine Bidding Documents.

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

- There are no questions asked regarding the technical specifications of the equipment.
- The following were emphasized:
 - 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 Ten (10) days before the Opening and Bids and the BAC will be responding not later than Seven (7) days before 19 April 2021.
- The following questions were raised by the prospective bidders:

Question	Answer
For the delivery period, pwede po bang at least 90 days dahil po sa restrictions due to COVID-19?	Contract duration will remain at 60 Calendar days. The bidder can ask an extension in the future.

Prepared by:

 Segrid Yan A. Bucagan
 BAC Secretariat

Noted by:

 VCA Jessica K. Carino
 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.