

**Republic of the Philippines**  
**University of the Philippines Baguio**  
**Governor Pack Road, Baguio City**  
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**bac.upbaguio@up.edu.ph**

**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                               | Engr. Rony Menez Dulawan, Electrical Engineer |
| Mr. Jose Kym Alvaro, TWG   |   |
| Ms. Cecile G. Dangawen, TWG  |   |
|  |   |
| Mr. Marvin Ruedas, Power Access Electrical Services (Via zoom)       |   |
| Mr. Frederick Charles Dinio, Licht Industrial Corporation (Via zoom) |   |
| Mr. Perry Umayat, P.T. Cerna Corporation (Via Zoom)                  |   |

**Excused:**

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

The Pre-Bid Conference for the Project: Supply, delivery, Installation and Commissioning of One (1) Unit Generator Set (UPB-BID-2021-3), held at the Chancellor’s Board Room, was called to order at 11:00 AM of 6 April 2021, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

**1. Business Matters**

- Reference No. is UPB-BID-2021-03;
- Approved Budget for the Contract is Php Two Million One Hundred Sixteen Thousand Eight Hundred Pesos Only (Php 2,116,800.00);
- Funding source for the project is UP Baguio Re-programmed funds;
- 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 Ninety (90) Calendar days;
- The powerhouse for this generator was already constructed and will be connected to the Dorm, Walk-Up, and Balay Internasyonal;
- Technical Specifications specified in the Philippine Bidding Documents were presented;
- 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, installation, and commissioning of generator set 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 2,500.00 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 1:30 PM 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](mailto: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;
    - In case prospective bidders want to visit the site, they can contact the OVCA at (074) 446-9973.
  - The following questions were raised by the prospective bidders:

Question	Answer
Nakalagay po is 1500rpm, hindi po ba 1800rpm to be able to reach the 60hz?	We will issue a bid bulletin for this one.
What is the extent of the installation of the generator set? Do you have the scope of work and bill of quantities for this one?	The extent of work is only until installation and commissioning of the generator set. We don't have bill of quantities for this one because there is already a constructed powerhouse for this generator set.
Meaning to say, we'll just tap the generator set to the breaker?	Yes.
May we know the dimensions of the Powerhouse?	Yes, we can provide including the pictures of the powerhouse.
Is the site inspection required?	It is not required, but if you want to visit the site to help you in coming up of the bid, you can freely visit it.
During the delivery, makakadikit kaya sa powerhouse?	Yes, because there's a drive way near the power house.
Is the generator set, indoor or outdoor installation?	It is an outdoor installation, but it has its own powerhouse.
What if wala po Certificate of Acceptance?	Pwede 'yung delivery receipt.

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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 issued discussed and the corresponding responses to said issues.