

5

6

Standard Form Number: SF-INFR-58

Revised on: August 11, 2004

7

8

9

10

11

12

13

14

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

15

16

17

18

19

MINUTES OF OPENING OF BIDS

16 December 2020

20

21

Present were:

- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- VCA Jessica K. Cariño, BAC Chair
- Prof. Santos Jose O. Dacanay III, Vice Chair
- Prof. Jocelyn Rafanan, Member
- Prof. Joel M. Addawe, Member
- Ms. Gloria Q. Rodriguera, Member
- Ms. Irene J. Enriquez, Head Secretariat
- Ms. Segrid Yan A. Bucagan, Secretariat
- Ms. Cecile G. Dangawen, Secretariat
- Mr. Jose Kym Alvaro, TWG
- Virgie Baldo, McKleene Premium Products, Inc.
- Evelyn Joy De Jesus, Dirt Free Janitorial and Allied Services

31

32

33

34

The Opening of Bids for the Project: Procurement of twelve (12) Months Janitorial Services, held at the Chancellor’s Board Room, was called to order at 1:45 PM of 16 December 2020, and was presided by the BAC Chair, Prof. Jessica K. Cariño.

- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
1. Business Matters
- a. The following business matters were noted:
- i. Pre-Bid Conference was held on 4 December 2020 at the Chancellor’s Board room;
- ii. Deadline of submission of bids is 1:00 PM of 16 December 2020;
- iii. There are Two (2) bidder who bought bid documents;
- b. Prof. Cariño informed the body that the BAC will use a non-discretionary pass or fail criteria for eligibility screening of documents submitted.

45

46

2. Opening, Examination of Bids and Determination of responsiveness

47

Contractor	Eligibility and Technical Documents
Dirt Free Janitorial and Allied Services	Eligible and Compliant
McKleene Premium Products, Inc.	Eligible and Compliant

48

49

50

51

52

3. Reading of Bids and the Approved Budget for the Contract (ABC)

a. Contract’s Bids


- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60
- Required Bid Security
- Bid Securing Declaration
- Cash/Manager’s Check, Bank Draft/Guantee
- 2% of ABC: PhP 92,024.67
- Surety Bond
- 5% of ABC: PhP 230,061.68


Bidder's Name		Name/Type of Bid Security	Amount of Bid Security	Amount as Read
1	Dirt Free Janitorial and Allied Services	Bid Securing Declaration	Notarized	PhP 4,080,396.32
2	McKleene Premium Products, Inc.	Bid Securing Declaration	Notarized	PhP 4,094,950.08

b. Approved Budget for the Contract (ABC)=
One Million One Hundred Forty Five Thousand Seventy Eight Pesos (PhP 4,601,233.68)

4. Noted comment/reaction from the BAC Representatives/Bidders:
- a. Bidders are subject to closer evaluation and post-qualification to determine responsiveness to the University's requirements.

There being no other bids to be read and clarifications to be made, the meeting adjourned at 3:54 PM.

Prepared by:

Segrid Yan A. Bucagan
BAC Secretariat

Noted by: 
Prof. 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.