

Name of the Contract: Supply, Delivery, Installation and Commissioning of Sound System Equipment, Parts, Accessories and Peripherals for the Human Kinetics Program Gymnasium
Location of the Contract: University of the Philippines Baguio, Governor Pack Road, Baguio City

Standard Form Number: SF-INFR-32

Revised on: July 29, 2004

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University of the Philippines Baguio
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MINUTES OF PRE-BID CONFERENCE
3 December 2020

Present were (via zoom):

VCA Jessica K. Cariño, Chairman	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Mr. Jose Kym Alvaro, TWG
Prof. Jocelyn Rafanan, Member	Ar. Lloyd B. Asim, Architect
Prof. Joel M. Addawe, Member	Ms. Irene J. Enriquez, Head Secretariat
Ms. Gloria Q. Rodriguera, Member	Ms. Segrid Yan A. Bucagan, Secretariat

Angela Balacaoc, Reinforcement Lights and Sounds

The Pre-bid Conference for the project: Supply, Delivery, Installation and Commissioning of Sound System Equipment, Parts, Accessories and Peripherals for the Human Kinetics Program Gymnasium (UPB-BID-2020-08-2A) held via zoom, was called to order at 9:42 AM of 3 December 2020, and was presided by the BAC Chairman, VCA Cariño.

1. Business Matters

- This is a second bidding for the project. The lone bidder for the first bidding was disqualified because the SLCC that they have submitted is lower than 50% of the Approved Budget of the Contract;
- The Approved Budget for the Contract (ABC) is One Million One Hundred Forty-Five Thousand Seventy-Eight Pesos Only (PhP 1,145,078.00));
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 25 November 2020;
- Reference Number is UPB-BID-2020-08-2A;
- Duration of the project is Sixty (60) Calendar days;
- Prof. Cariño presented and explained the legal, technical, and financial components of the Bid including the explanation of the different documents to be submitted by each bidder.
- Some important reminders are the following:
 - Bid Security
 - Bid Securing declaration
 - Cash or Cashier's/Manager's Check or Bank Draft/ Guarantee, 2% of the ABC (PhP 22,901.56)
 - Surety Bond, 5% of the ABC (PhP 57,253.90)
 - The Single Largest Completed Contract that is similar to the project of the bidders should be at least 50% of the ABC

- 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 15 December 2020;
- If the bidder have an counter offer for the items indicated in the technical specifications, bidder should indicate "comply" and attach the specifications of the item offered;
- Bid Documents can be paid directly at the Cash Office or can be deposited at Land Bank of the Philippines or Development Bank of the Philippines at the cost of One Thousand Five Hundred Pesos Only (PhP 1,500.00);
- Submission of Bids is 9:30 AM of 15 December 2020;
- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Requirements and Instruction for the electronic submission and opening of bids is stated in the Philippine Bidding Documents;
- Opening of Bids is 10:00 AM on 15 December 2020 at the Chancellor's Board Room;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted; and
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid.


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

- Items indicated in the Bill of Quantities cannot be changed, bidders should only fill-up the necessary information needed;
- During Post-qualification, the Technical Working Group (TWG) will do a verification of the authenticity and validity of the documents submitted;
- All of the pages of the financial proposal should be signed by duly authorized representative/s;
- Any 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; and
- No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process.

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.