

Bids and Awards Committee
University of the Philippines Baguio
Governor Pack Road, 2600 Baguio City
MINUTES OF MEETING
24 May 2019 10:05 AM – 2:00 PM
Chancellor's Board Room

Presiding: VCA Jessica K. Cariño, BAC Chair
Members: Prof. Joel M. Addawe, Member
Prof. Jocelyn Rafanan, Member Official Business
Prof. Arellano A. Colongon, Jr, Member
Ms. Gloria Q. Rodriguera, Member
Ms. Cecile G. Dangawen, TWG
Mr. Rodolfo T. Suyat, TWG
Ms. Irene J. Enriquez, Head Secretariat
Mr. Mar P. Viernes, Secretariat
Ms. Segrid Yan A. Bucagan, Secretariat

Also present: Prof. Roland Hipol, TWG and Project Leader
Prof. Teodora D. Balangcod, Project Leader

Agenda: I. Pre-bid Conference for the Supply, Delivery, and Installation of Various Gym Equipment for UP Baguio
II. Pre-procurement for the Project: Supply, Delivery, and Installation of Various Scientific Equipment for DOST PCHRD-Tuklas Lunas Eskape

The meeting was called to order by Prof. Jessica K. Cariño at 10:05 AM.

Agenda:

I. Pre-bid Conference for the Supply, Delivery, and Installation of Various Gym Equipment for UP Baguio

There are Four (4) prospective bidders who were present during the pre-bid conference:

Ericson Antonio	Fitness Intelligence Trends, Inc
Vincent Martinez	
Elaine Guzman	JHT-Matrix
Francis Santos	
Earl Lilam	E-Sports RK International
Noy Porras	The Finix Corporation

This is a pre-bid conference for Supply, Delivery, and Installation of Various Scientific Gym Equipment for UP Baguio. The following reminders were discussed during the pre-bid conference:

1. The total agency budget for the project consisting of Sixty One (61) items is Php 7,514,400.00;
2. Bid Documents can be acquired at the cost of Php 8,000.00;

3. Delivery period was changed from Fifteen (15) calendar days to Fifteen (15) to Sixty (60) Calendar days;
4. The BAC will evaluate the Bids on a per item basis;
5. Bidders are allowed to submit partial bids because as per the market study, no bidders can bid for all the items and to prevent failure of bidding;
6. The documentary requirements which are the Eligibility, Technical, and Financial Documents to be submitted by the Bidders;
7. The Statement of all On-going Contracts should be properly filled out which includes the name of the contract, date of the contract, amount of the contract and value of outstanding contracts, and date of delivery or performance;
8. For the Single Largest Completed Contract (SLCC), the end-user's acceptance or official receipt should be attached as a proof and the SLCC should be related or similar to the project;
9. The Net Financial Contracting Capacity should be computed by the bidders to indicate that they are capable to bid for the project;
10. 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;
11. For the Cash or Manager's Check and Surety Bond, the amount of these will be depending to the items that the bidders will be bidding;
12. In the Conformity of Technical Specifications, bidders should indicate comply or not;
13. Bidders can offer products with equal or better specifications;
14. If bidders will offer different product that meets the minimum requirements, they should indicate comply and the technical specification of their counter offer;
15. The Omnibus Sworn Statement should be notarized;
16. The soft copy of the bill of quantities contained in a flash drive or CD should be included in the original financial envelope;
17. Brochures and/or Manuals should be attached, if any;
18. If bidders will not be bidding for a particular item, they should indicate no offer or none. If bidders will leave it blank or if they indicate Php 0.00 or dash it means that they will be giving the item for free or no cost at all;
19. The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
20. All Bid Documents should be signed by duly authorized representative/s, otherwise an authorization should be made. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
21. Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bids;
22. Bid documents submitted should be arranged properly in accordance with the checklist with proper label or tag;
23. Submission of bids is moved from 5 June 2019, Wednesday, at 1:30 PM to 7 June 2019, Friday, at 8:30 AM at the Office of the Vice Chancellor for Administration or Supply Property and Management Office;
24. Opening of bids was moved from 5 June 2019, Wednesday, at 2:00 PM to 7 June 2019, Friday, at 9:00 AM at the Chancellor's Board room;
25. Official Receipts of the Bidding Documents paid will be checked before accepting their bids;
26. Secretary's Certificate should be included in their bidding documents;

27. The main consideration of project is the durability and quality of the items;
28. Accomplished UP Questionnaire should be notarized; and
29. All bids that will be received will be stamped with date and time of receipt.

Prof. Cariño informed the prospective bidders that an addendum will be issued for the changes of the technical specifications and other details for the project (Annex A).

II. Pre-procurement for the Project: Supply, Delivery, and Installation of Various Scientific Equipment for DOST PCHRD Tuklas Lunas Eskape

1. Approved Budget for the Contract is Three Million Seven Hundred Seventy Four Pesos Only (Php 3,774,000.00);
2. There are Four items to be bidden out
 - a. Ultra-low freezer with CO₂ back-up (Php 900,000.00)
 - b. Multimode Microplate Reader (Php 1,800,000.00)
 - c. Refrigerated Incubator (Php 374,000.00)
 - d. Biosafety Cabinet Class II, Type A (Php 700,000.00);
3. Technical Specifications of the items is subject to revisions;
4. Delivery period is Thirty (30) Calendar days;
5. Bidding documents are approved subject to revisions due to some changes in the technical specifications and timeline of the bidding process;
6. Checklist is approved per correction;
7. Prospective bidders need to show the Official Receipt of the Bid Documents before accepting their bid;
8. Brochures and/or manual of equipment can be attached, if any;
9. Soft copy of the financial bid is included in the Bidding Documents;
10. Prof. Roland Hipol will be hired as TWG for the project;
11. There should be "No Contact Rule" with the bidders during the Bid Evaluation Process;
12. Bid Documents will be bought at Four Thousand Pesos Only (Php 4,000.00);
13. Bidding documents will be posted starting 5 June 2019;
14. Pre-bid will be at 9:30 AM on 13 June 2019 at the Chancellor's Board Room; and
15. Opening of Bids will be at 9:30 AM on 25 June 2019 at the Chancellor's Board Room.

The meeting was adjourned at 2:00 PM.

Prepared by:


Segrid Yan A. Bucagan
BAC Secretariat

Noted by:


Prof. Jessica K. Cariño
BAC, Chairman