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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

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MINUTES OF PRE-BID CONFERENCE

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- VCA Jessica K. Cariño, BAC Chair
- Prof. Santos Jose O. Dacanay III, Vice Chair (On OB)
- Prof. Jocelyn Rafanan, Member
- Prof. Arellano A. Colongon, Jr., Member (On Leave)
- Ms. Gloria Q. Rodriguera, Member
- Ms. Irene J. Enriquez, Head Secretariat
- Ms. Segrid Yan A. Bucagan, Secretariat
- Ms. Cecile G. Dangawen, TWG
- Ms. Rodolfo T. Suyat, TWG
- Prof. Roland M. Hipol, Project Leader
- Mr. Mar P. Viernes, Secretariat
- Ms. Maxinne Guinto, Auditor
- Mr. David De Lima, Noveaulab Asia Corp.
- Ms. Carla Tamayo, Dakila Trading Corp.
- Mr. Jeremy M. Andrade, Goldent Bat (Far East) Inc.
- Mr. Julius Malonzo, Microlab
- Mr. Calmorio Gonzales, Microlab
- Ms. Lorivic Banaria, Macrotrade Res.

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The Pre-bid Conference for Supply, Delivery, and Installation of Various Scientific Equipment of DOST Project 7, held at the Chancellor’s Board Room, was called to order at 9:48 AM of 11 September 2019, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

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1. Business Matters

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- Pre-procurement conference was conducted last 14 August 2019;
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 31 August 2019 until 23 September 2019;
- Approved Budget for the Contract is Php 3,149,000.00;
- Funding source for the project is DOST Project 7 under Trust Fund;
- The project will be bidded out in One (1) lot;
- The project is composed of Fifteen (15) Items. An Addendum will be issued for the changes in the Technical Specifications of some items (See Annex A);
- Individual prices will be inserted in the Bill of Quantities to make sure that it will not go beyond the Line Item Budget of the Project. Individual prices will not be the basis of ranking, but the total amount is;
- Standard warranty is at least 1 year;
- Bid Documents can be paid directly at the Cash Office at the cost of Php 5,000.00;
- Any bid that will exceed to the ABC will be outrightly disqualified;
- Project duration is changed to Thirty to Ninety (30-90) Calendar Days from Thirty (30) Calendar Days. An Addendum will be issued;
- Submission of bids is 9:00 AM of 23 September 2019;

- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Opening of Bids is 9:30 AM of 23 September 2019 at the Chancellor's Board Room;
- 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 23 September 2019;
- If bidders cannot submit the PhilGEPS Platinum Certification, Class "A" Legal documents can be submitted;
- Bidders can opt to submit a Committed Line of Credit instead of Net Financial Contracting Capacity;
- Similar contract should include Scientific Equipment;
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained.
 - Single Largest Completed Contract should be at least 50% of the ABC
 - 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
 - Soft copy of the Bill of Quantities contained in a flash drive or CD should be included in the original financial envelope;
- Templates are provided for the following:
 - Statement of all its ongoing government and private contract, including contracts awarded but not yet started (SF-GOOD-13a, Page 71)
 - Statement of Single Largest Completed Contract which is similar in nature (SF-GOOD-13b, Page 72)
 - Bid Securing Declaration (Page 61-62)
 - Secretary's Certification (Page 65-66)
 - Computation of Net Financial Contracting Capacity (Page 70);
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid;
- Bid Submission will be at Supply Property Management Office (SPMO);

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


- VCA Cariño emphasized the following:
 - All offers should comply with the minimum specifications stated in the Technical Specification in Section VII of the Philippine Bidding Documents;
 - 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.upbagueio@up.edu.ph or call at (074) 446-9973 on or before 13 September 2019 and the BAC will be responding not later than 16 September 2019.

112 • The following questions were raised by the prospective bidders:

Question	Answer
For the Rotary Evaporator, tatanggapin niyo po ba if within the range naman po 'yung specifications namin?	Yes.
For the Rotary Evaporator, Ano po 'yung type ng product nila?	Mixed, Aqueous and Organic which is for Reduction and Volume. Hindi importante 'yung distillate.
What is PSA's Consumer's Price Index?	PSA is Philippine Statistic Authority. They are in charged in computing the consumer's Price Index to indicate the relative value of the Philippine Peso based on a based year. If your project is several years ago, the value of that today depends on the present Index of Philippine Peso.
Can we submit it before 9 or do we need to have a representative present in the Opening of Bids?	You can submit it not later than 9:00 AM of 23 September 2019/ Representative during Opening of Bids is not mandatory.
What is the attachment of the Omnibus Sworn Statement?	Special Power of Attorney and Secretary's Certificate.

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115 3. Approval of Minutes of Meeting

Agenda	Date	Remarks
Pre-procurement meeting for the Project: Refurbishment and Completion of UP Baguio Cultural Hub (Bulwagang Juna Luna)-Phase 2	2 August 2019	Approved.
Pre-Bid Conference for the Project: Refurbishment and Completion of UP Baguio Cultural Hub (Bulwagang Juna Luna)-Phase 2	15 August 2019	Approved as per correction.
Opening of Bids for the Project: Refurbishment and Completion of UP Baguio Cultural Hub (Bulwagang Juna Luna)-Phase 2	27 August 2019	Approved.

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117 Prepared by:
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121 Segrid Yan A. Bucagan
122 BAC Secretariat

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127 Noted by:
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129 VCA Jessica K. Cariño
130 BAC Chairman
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129 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)
130 calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issued discussed and the
131 corresponding responses to said issues.

Location	QTY	ITEM	ORIGINAL DELIVERY PERIOD: 30 DAYS	ADDENDUM DELIVERY PERIOD: 30-90 DAYS
Section I Invitation to Bid				
Section VII Detailed Technical Specifications	1 UNIT	UV transilluminator with accessories	Capacity: >800 (m ³ /h), <100 (m ²), AC220V	Gel Documentation System: - Image resolution: at least 3MP - Illumination: UV, epi white - Controls: Compatible Desktop PC, at least i3 (or equivalent), Windows 10 OS, at least 3GB processor speed, at least 4GB RAM, at least 500GB HD, MS Office installed - At least 15 inches monitor
Section VII Detailed Technical Specifications	1 UNIT	24 x 1.5ml tube homogenizer	With 1000pcs polypropylene	with 1000pcs polypropylene 1.5 pp tubes and 1kg 2.4mm metal beads
Section VII Detailed Technical Specifications	1 UNIT	30L Digital ultrasonic cleaner	Source water: tap, 10kg ice storage capacity, ice shape irregular, small, granular, snowflake, AC220V	AC220V, Stainless steel tub
Section VII Technical Specifications				To add: 1 Unit Digital Automatic Autoclave
Section VII Detailed Technical Specifications				To add: 1 Unit Digital Automatic Autoclave
				Specifications -vertical -60 liters Chamber volume or better -user safety/protection -AC220V
Section VI Schedule of Requirements				To add: 1 unit Digital Automatic Autoclave 30-90 Calendar Days

Section VIII Bid prices/Bill of Quantities	1 UNIT	2L solvent filtration apparatus		Approved Budget for the Contract: PhP 15,000.00
	1 UNIT	30L Digital ultrasonic cleaner		Approved Budget for the Contract: PhP 40,000
	1 UNIT	heating mantle with LED display		Approved Budget for the Contract: PhP 8,000.00
	1 UNIT	20L explosion proof rotary evaporator with chiller and vacuum pump		Approved Budget for the Contract: PhP 350,000.00
	1 UNIT	stainless steel vacuum manifold with filter and with vacuum pump		Approved Budget for the Contract: PhP 100,000.00
	1 UNIT	ammonium hydrogen carbonate neutralizer		Approved Budget for the Contract: PhP 18,000.00
	1 UNIT	formalin fumigation sterilizer		Approved Budget for the Contract: PhP 18,000.00
	1 UNIT	mobile plasma air sterilizer		Approved Budget for the Contract: PhP 100,000.00
	1 UNIT	UV transilluminator with accessories		Approved Budget for the Contract: PhP 80,000.00
	1 UNIT	mini horizontal electrophoresis system and accessories		Approved Budget for the Contract: PhP 60,000.00
	1 UNIT	24 x 1.5ml tube homogenizer		Approved Budget for the Contract: PhP 380,000.00
	1 UNIT	ultrapure water system		Approved Budget for the Contract: PhP 670,000.00
	1 UNIT	30L Digital ultrasonic cleaner		Removed
	3 UNITS	stacked shaking incubator		Approved Budget for the Contract: PhP 900,000.00
	1 UNIT	flake/snow ice maker		Approved Budget for the Contract: PhP 60,000.00
	1 UNIT	Digital Automatic Autoclave		Approved Budget for the Contract: PhP 350,000.00
Section VI Schedule of Requirements	1 UNIT	30L Digital ultrasonic cleaner		Removed (Item No. 13).
Section VII Technical Specifications				
Section VII Detailed Specifications				