

Name of the Contract: Supply, Delivery, Installation and Commissioning of Sound System Equipment, Parts, Accessories and Peripherals for the Teatro Amianan and 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

16 September 2020

Present were:

Prof. Santos Jose O. Dacanay III, Vice Chair	Ms. Cecile G. Dangawen, TWG (via zoom)
Prof. Joel M. Addawe, Member	Ms. Jennnifer Geronimo, TWG
Ms. Gloria Q. Rodriguera, Member	Mr. Jose Kym Alvaro, TWG
Ms. Irene J. Enriquez, Head Secretariat	Ar. Lloyd B. Asim, Architect
Ms. Segrid Yan A. Bucagan, Secretariat	Mr. Marvin Villanueva, CAC representative
Ar. Lloyd Asim, Architect	
RJ Lu, Reinforcement Lights and Sounds	
Angela Balacaoc, Reinforcement Lights and Sounds	
Edwin Orano, Soundbox (via zoom)	

Excused:

VCA Jessica K. Cariño, BAC Chair	Executive Staff Meeting
Prof. Jocelyn Rafanan, Member	Executive Staff Meeting

The Pre-bid Conference for the project: Supply, Delivery, Installation and Commissioning of Sound System Equipment, Parts, Accessories and Peripherals for the Teatro Amianan and Human Kinetics Program Gymnasium (UPB-BID-2020-08) held at the Chancellor's Board Room, was called to order at 10:34 AM of 16 September 2020, and was presided by the BAC Vice Chairman, Dr. Santos Jose O. Dacanay III.

1. Business Matters

- The Approved Budget for the Contract (ABC) is Two Million Ninety Three Thousand Five Hundred Eighty One Pesos and 37/100 Only (Php 2,093,581.37);
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 8 September 2020;
- Reference Number is UPB-BID-2020-08;
- Duration of the project is Sixty (60) Calendar days;
- The project is composed of two (2) lots
 - Lot 1 is the sound system for the Teatro Amianan with an ABC of Nine Hundred Forty Eight Thousand Five Hundred Three Pesos and 37/100 Only (Php 948,503.37)
 - Lot 2 is the sound system for Himnasyo Amianan with an ABC of One Million One Hundred Forty Five Thousand Seventy Eight Pesos Only (Php 1,145,078.00);
- Mr. Marvin Villanueva presented the technical specifications of Lot 1 which consists of 19 items

- The Eight (8) two-way speakers will be installed around Teatro Amianan
- The subwoofer will be placed in front of the stage
- For the 4.5 professional subminiature microphone, it will be used for dulaan activities
- Some equipment will be connected to the 5000VA AVR for safety measures;
- Ar. Lloyd Asim presented the technical specifications of Lot 2 which consists of 25 items
 - The active loud speakers will be mounted in level 1 and 2 of Himnasyo Amianan
 - Item No. 4 is a movable speaker that will be placed at the level 1 of Himnasyo Amianan
 - For item nos. 6-9, these will be installed in the sound booth;
- Ms. Irene Enriquez 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 (Lot 1: PhP 18,970.07, Lot 2: PhP 22,901.56)
 - Surety Bond, 5% of the ABC (Lot 1: PhP 47,425.17, Lot 2: PhP 57,253.90)
 - Partial bids are allowed. Bidders have the option to submit a proposal for any lots or all lots
 - Evaluation of the bids will be under taken in a per lot basis
 - Submission for each lot will be submitted separately
 - The Single Largest Completed Contract that is similar to the project of the bidders should be at least 50% of the ABC
 - Detailed Estimates should include Summary Sheets;
- 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 28 September 2020;
- Ms. Dangawen reminded the following:
 - For the post-qua documents, Lowest Calculated Bidder (LCB) should prepare their latest 6 months income and business taxes. Business tax are the VAT and expanded VAT filing which is filed quarterly and monthly while the Income tax is the 1701 which is filed quarterly
 - To the bidders who are submitting their bid documents via courier, please make sure that your bid documents will be received on or before 9:30 AM of 28 September 2020. UP Baguio will consider the actual time and date that we received the bid documents
 - Bidders should indicate a dash (-) if they opt not to put a price in each item. This indicates that your price for the item is PhP 0.00 but will still be delivering the item. Leaving it blank means the bidder is not providing the items and this is a ground for disqualification
 - Bidders should indicate their bid per item for inventory purposes;
- Bid Documents can be paid directly at the Cash Office at the cost of
 - Lot 1 only: PhP 1,000
 - Lot 2 only: PhP 1,500.00
 - Lot 1 and 2: 2,500.00;
- Submission of Bids is 9:30 AM of 28 September 2020;
- 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 10:00 AM on 28 September 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.

Questions	Answers
For item no. 7 and 11 in lot 1, we need to know the brand of the previous items para malaman namin 'yung mga brand na magmamatch for these?	The brand is MyPro, but we are not planning to combine the items that was previously procured to the ones we are procuring now.
For the 5000VA AVR, are you planning to use this for the old system or for the control room only?	For the control room only.
For lot 1, you only indicated 4 speaker stands pero you are procuring 8 two-wat speakers?	Two units per stand.
For item no. 6 in lot 1, are they separate or one unit lang?	Separate. Will issue bid bulletin for this.

Prepared by:

Segrid Yan A. Bucagan
BAC Secretariat

Noted by:

Dr. Santos Jose O. Dacanay III
BAC Vice 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.