



**MINUTES OF PRE-BID CONFERENCE**

SPMO, Conference Room  
26 JULY 2017

**UPLB-S-058-8-17**

**SUPPLY, DELIVERY AND COMMISSIONING OF LABORATORY EQUIPMENT**

Present:

*Bids and Awards Committee (BAC):*

For. Roberto P. Cereno - *Chairman*  
Mr. Allan B. Anoyo - *Vice-Chairman*  
Engr. Teodulfo S. Delgado - *Regular Member*  
Prof. Zoilo D. Belano Jr. - *Provisional Member*  
Mr. Vernon I. Velasco - *Provisional Member*

*Legal Consultant:*

Atty. Paul Kenneth B. Davis

*BAC Secretariat:*

Ms. Liza G. Custodio - *BAC SEC Chair*  
Ms. Judith D. Unson - *Member/Secretary*  
Ms. Gelina A. Zerrudo - *Member/Secretary*  
Ms. Mary Ann E. Mateo - *Member/Secretary*  
Ms. Rhea G. Aquino - *Member/Secretary*

*End-user:*

Ms. Wella Absulio - *PTHRC*

The Pre-bid Conference for the **UPLB-S-058-8-17 SUPPLY, DELIVERY AND COMMISSIONING OF LABORATORY EQUIPMENT** was held on 26 July 2017 at 3:50 p.m. presided by For. Roberto P. Cereno.

Other persons in attendance were:

*Prospective Bidders/Representatives:*

Mr. Agustin Murillo - *Berovan Marketing Inc.*  
Ms. Rose Guardé - *Omnibus Pro-Medical System Inc.*

**Matters Discussed:**

One (1) representative from Berovan Marketing Inc. signed the attendance but did not attend the *Pre-bid* Conference.

The BAC discussed the requirements in the Philippine Bidding Documents for proper filling-up of necessary forms and guidance in the submission of bids by the prospective bidders.

Moreover, the technical specifications were reviewed with the following corrections:

**Item 5: Brand New and Branded Ultra Low Freezer (Technical characteristics)**

- Remove "Nr 4" on Casters
- Remove "Nr 1" on Door
- Remove "Nr 3" on Internal Equipment
- Temperature recorder must be supplied with digital data logger with interface software (USB port)



- Cooling Unit must have dual cooling technology with 1100 watts power finless condenser, vacuum insulated chamber, guaranteed maximum cooling stability and uniformity. All the mounted components are industrial grade to grant the maximum reliability
- The minimum capacity is 710 litres
- Removed "Dimensions(WxDxHcm): approx. 120x89x199"
- With: 1 Uninterrupted Power Supply compatible with the machine offered
- 5 pcs-Storage racks are made of stainless steel 18/10 AISI 304, internally divided to store boxes (not included). The racks are provided with a handle for easy handling that fits the freezer storage space.
- 100 pcs-Boxes are made of polypropylene suitable for ultra-low temperatures. Every box is provided with cover. Internal divisions are available upon request.

The warranty was set to one (1) year on parts and services or more. The delivery term was set to sixty (60) calendar days upon receipt of the Notice to Proceed.

The changes will be posted as Bid Bulletin at the PhilGEPS, BAC UPLB websites and in a conspicuous place within the University.

The deadline of submission of bids is on 09 August 2017, 1:00 pm.

There having no other remaining topics for discussion, the pre-bid conference adjourned at 4:30 pm.

**PREPARED:**

(SGD)  
GELINA ZERRUDO  
BAC Secretariat, *Member/Secretary*  
28 July 2017

**CONCURRED WITH:**

(SGD)  
LIZA G. CUSTODIO  
BAC Secretariat, *Chair*

**APPROVED:**

(SGD)  
ROBERTO P. CERENO  
BAC Regular, *Chair*