



**MINUTES OF NEGOTIATION CONFERENCE**

SPMO, Conference Room

16 AUGUST 2017

**UPLB-S-038-8-17-NP**

**SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW NON-STIRRED REACTION VESSEL  
(INSTITUTE OF CHEMISTRY, UPLB, COLLEGE, LAGUNA)**

Present:

*Bids and Awards Committee:*

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. Gelina A. Zerrudo- *Member/Secretary*  
Ms. Mary Ann E. Mateo- *Member/Secretary*  
Ms. Rhea G. Aquino - *Member/Secretary*

*Observers:*

Dr. Virgilio V. Garcia – *PAFT*  
Ms. Elena Y. Pasuquin – *ICO*

*End-users:*

Ms. Elaine Bernando – *Institute of Chemistry*  
Ms. Mae Joanne Aguila - *Institute of Chemistry*

The Negotiation Conference for the **UPLB-S-038-8-17-NP SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW NON-STIRRED REACTION VESSEL** was held on 16 August 2017 at 2:02 p.m. presided by For. Roberto P. Cereno.

Other persons in attendance were:

*Prospective Bidders/Representatives:*

Mr. Joel Padua – *Labtraders, Inc.*  
Ms. Sheila Mappala – *Dynalab Corporation*

**Matters Discussed:**

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. The summary of the requirements for the project is indicated in the Checklist of Requirements for bidders. (Attachment 1)

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

**Lot 1: Material/Make**

- Include "Grade type 316" on Stainless steel.
- Availability of after-sales service with manufacturer's trained technician.

The required and corrected specifications are presented in Attachment 2.



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
**Bids and Awards Committee (Regular)**  
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57 The warranty was set to one (1) year on parts and service. The delivery term was set to sixty (60) calendar days  
58 upon receipt of the Notice to Proceed.

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

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63 The deadline for submission of final offer is on 30 August 2017, 1:15 pm.

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65 There having no other remaining topics for discussion, the negotiation conference adjourned at 2: 22 pm.

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68 **PREPARED:**

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70 SGD  
71 GELINA ZERRUDO  
72 BAC Secretariat, *Member/Secretary*  
73 18 August 2017

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76 **APPROVED:**

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78 SGD  
79 ROBERTO P. CERENO  
80 BAC Regular, *Chair*

**CONCURRED WITH:**

SGD  
LIZA G. CUSTODIO  
BAC Secretariat, Chair