



MINUTES OF PRE-BID CONFERENCE

SPMO, Conference Room
UPLB, College, Laguna
06 September 2019

**UPLB-RES-085-9-19 SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW VEHICLE SUPPLIES
FOR PCC
PhP837,085.00**

Present:

Bids and Awards Committee:

Dr. Amado A. Angeles – Chair
Dr. Rogelio T. Andrada II – Vice Chair
Dr. Eureka Teresa M. Ocampo – Member
Prof. Emmanuel A. Florido – Member
Ms. Babylyn C. de la Cruz – Member

Legal Consultant:

Atty. Paul Kenneth B. Davis

BAC Secretariat:

Ms. Liza G. Custodio – Chair, BAC Secretariat
Ms. Rosella A. Villegas – Member/Secretary
Ms. Jasmin Mary D. Dalena – Member/Secretary
Mr. Wilbert D. Hosme – Support Staff

End-user(s):

Mr. Nilo Quillooy – PCC
Mr. Narciso Toledo – PCC

The Pre-bid Conference for UPLB-RES-085-9-19 SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW VEHICLE SUPPLIES FOR PCC with an ABC of **PhP837,085.00** was held on 06 September 2019 at 2:00 pm, opened by Dr. A.A. Angeles. and discussed by Dr. R.T. Andrada.

Other person(s) in attendance was:

Prospective Bidder/Representative:

Mr. Efren Cortez – Velscor Ent.

Matters Discussed and Agreed Upon By the BAC, End-users and Present Prospective Bidder:

The end-users and present prospective bidder were reminded that all concerns and issues should be raised during the discussion of all requirements in the checklist and technical specifications. The person(s) in charge in the preparation of the documents to be submitted should attend the pre-bid conference.

The requirements in the Philippine Bidding Documents for proper filling-up of necessary forms and guidance in the submission of bids are indicated in the Checklist of Requirements for bidders (Attachment 1).

The BAC emphasized the following to the end-users and present prospective bidder:

- Each item to be evaluated and compared with other Bids separately and recommended for contract award separately. (Option 1)
- Bidders must present Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid (SF-GOOD-13b).
- The prospective bidder(s) must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistic Authority (PSA)



59 consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of
60 Expendable supplies, said single contract must be at least twenty five percent (25%) of the ABC.

- 61 • SLCC may be a Government or Private contract supported with copies of proof
62 i.e. Purchase Order (P.O), Official Receipt (O.R), Contract acceptance or
63 Certificate of completion
64

- 65 • For corporation, bidders must submit Secretary's Certificate for the authority of the representative to
66 join the bidding process.
67
- 68 • For sole proprietorship and partnership, bidders must submit Special Power of Attorney (SPA) if with
69 representative for the authority to join the bidding process.
70
- 71 • Bidders may use any of the following Bid Security Forms:
72 a. Bid Securing Declaration
73 b. Cash, Cashier's/manager check issued by a Universal or Commercial Bank or any
74 combination equivalent to two percent (2%) of the ABC.
75 c. Surety bond equivalent to (5%) of the ABC.
76

- 77 • The Surety bond must contain the following provisions:
78 *"that the SURETY shall be solidarily liable with the BIDDER to perform*
79 *and fulfill all the undertakings, covenants, terms, conditions, and*
80 *agreements stipulated in the bidding documents as well as those under*
81 *R.A No. 9184 and its IRR; and*
82

83 *That the liability of the SURETY under the bond shall be valid up to one*
84 *hundred twenty (120) calendar days from the date of opening of bids".*
85

- 86 • Bid Securing Declaration, Special Power of Attorney/Secretary's Certificate, Omnibus Sworn
87 Statement and UP Questionnaire must be signed by the authorized representative and/or authorized
88 signatory/ies and signed by the notary public, with dry seal
89
- 90 • Bidders to use the UPLB BAC prescribed form of Omnibus Sworn Statement, with the inclusion of
91 Paragraph No. 10:
92

93 *"[Name of bidder] hereby assigns the following contact number/s and email address/es as the*
94 *official telephone/fax number and contact reference of the company where the BAC and UPLB*
95 *notices may be transmitted.*

96 Telephone No/s.: _____
97 Fax No/s.: _____
98 Email Add/s.: _____
99 Mobile no.: _____
100

101 *It is understood that notice/s transmitted in any of the above-stated telephone/fax numbers*
102 *and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for*
103 *the reglementary periods stated in the bidding documents and the revised Implementing Rules*
104 *and Regulations of Republic Act No. 9184 shall commence from receipt thereof."*
105

- 106 • Bidders not in a Joint Venture Agreement (JVA) should also submit the JVA form, marking the "Not
107 Applicable" portion with check and signature.
108
- 109 • The electronic copy of Philippine Bidding Documents, including the forms for the Bid Securing
110 Declaration, Secretary's Certificate, Omnibus Sworn Statement, SF-GOOD-13 b and Financial Bid
111 Form, may be downloaded from PhilGEPS or UPLB BAC website (www.bac.uplb.edu.ph).
112
- 113 • Bidders must fill-up all forms properly. No revisions and/or removal of any content stated in the Bid
114 Securing Declaration, Secretary's Certificate and Omnibus Sworn Statement is allowed.
115
- 116 • Bidders must fill-up the bid proposal form, if the bidders leave anything blank on the itemized bid
117 proposal form, their bid will be considered non-responsive. In case there is discrepancy in the amount
118 in words and amount in figures in the bid proposal, the amount in words shall prevail. In the event of
119 incorrect computation, the BAC and TWG will review the arithmetical computation to correct the error.



Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Bids and Awards Committee (Research)

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- The Bidding Documents Fee is PhP1,000.00. For reference, kindly find the page 3-4 of Invitation to Bid in PBD.
- If found to have the Lowest Calculated Bid (LCB), the bidder must submit the following within five (5) calendar days upon receipt of Notice:
 1. Income Tax Return and Business Tax Returns;
 2. Registration with the BIR EFPS and;
 3. Notarized Accomplished UP System Questionnaire for Prospective bidders.
- Bidders must seal all the envelopes properly and sign the sealed part.
- All envelopes must be properly marked.
- Documents must be arranged according to the checklist.
- Supplier must have a Land Bank Account in any branch within the country since payment due to suppliers/creditors shall be made thru Adviser to Debit Account (ADA).
- Bidders should attach the BIR stamped received Audited Financial Statement (AFS) for the last two (2) years audited by Board of Accountancy (BOA) accredited auditor to support the Net Financial Contracting Capacity (NFCC) computation.
- Bidders must submit authentic brochures from the manufacturer of items to be bid.

No revisions were made on the technical specifications of the items which are presented in Attachment 2.

Delivery period was set to 14 Calendar Days upon the receipt of Notice to Proceed. Delivery place for all items is at Philippine Carabao Center (PCC), UP Los Baños, Laguna.

Other details will be reviewed and finalized by the end-users and TWG which will be posted as the revised technical specifications at the PhilGEPS and UPLB BAC Website and in conspicuous places within the University.

The suggestions and comments regarding the technical specifications will be posted as bid bulletin. The BAC, end-users and prospective bidder agreed on the Legal, Technical and Financial requirements as discussed.

The deadline for submission of bids is on or before 1:15 PM of 20 September 2019. Opening shall not be earlier than the said time and date.

There having no other remaining topics for discussion and no further questions, concerns and issues were raised, the pre-bid conference adjourned at 3:55 pm.

PREPARED:


JASMIN MARY D. DALENA
BAC Secretariat, Member/Secretary
09 September 2019

CONCURRED WITH:


LIZA G. CUSTODIO
BAC Secretariat, Chair

APPROVED:


AMADO A. ANGELES
BAC Research Chair