



## MINUTES OF NEGOTIATED CONFERENCE

SPMO, Conference Room

23 September 2021

UPLB-RQ-9-273-2021 PROCUREMENT OF DIAGNOSTIC AND LABORATORY  
SERVICES FOR CEAT-DCHE (NEGOTIATED PROCUREMENT-  
SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE  
TECHNOLOGY AND MEDIA SERVICES)  
ABC ₱ 1,520,038.19

Present:

*Bids and Awards Committee:*

Dr. Amado A. Angeles – Chairman  
Dr. Rogelio T. Andrada II – Vice Chairman  
Ms. Babylyn C. de la Cruz – Member  
Atty. Jorge S. Davide, Jr. – Member (*present via Zoom*)  
Dr. Joel P. Rivadeneira – Member

*BAC Secretariat:*

Ms. Jaybee M. Punzalan – Chair  
Ms. Rosella A. Villegas – Member  
Ms. Jasmin Mary D. Dalena – Member  
Mr. Aldrin C. Mercado – Member

*End-user:*

Engr. Raymund C. Rodriguez – CEAT-Department of Chemical Engineering

The Negotiated Conference – under Sec. 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services for UPLB-RQ-9-273-2021 PROCUREMENT OF DIAGNOSTIC AND LABORATORY SERVICES FOR CEAT-DCHE with ABC of One Million Five Hundred Twenty Thousand Thirty-Eight Pesos and Nineteen Centavos (₱1,520,038.19) was presided and discussed by Dr. Amado A. Angeles, Chair.

*Present Prospective Bidder:*

Ms. Catherine Belizar – SGS Philippines Inc.

### Matters Discussed and Agreed upon by the BAC:

The BAC emphasized the following during the negotiated conference:

- Prospective bidders are required to read carefully and strictly comply with the Terms of Reference which is available at the PhilGEPS and UPLB BAC websites and then be guided accordingly. The website of UPLB BAC is [www.bac.uplb.edu.ph](http://www.bac.uplb.edu.ph).
- One Project having several items shall be awarded as one contract. (Lot award)



#### **A.1. Compliance with the Legal Documents:**

- Bidders are required to submit the following:
  - (1) Valid and current Mayor's or Business Permit/ License;
  - (2) Professional License;
  - (3) PhilGEPS Registration number;
  - (4) Income/Business Tax Return

Ms. Catherine Belizar, representative from SGS Philippines Inc., inquired if submission of NFCC or CLC is required. The BAC referred Ms. Catherine to the specified requirements as indicated in the Invitation to Bid wherein the inquired forms were not required.

- For the conformity of technical specifications, bidders must submit the:

1. Hard copy of duly-filled up and signed technical specifications,

The electronic copy of Terms of Reference, Invitation to Bid and technical specifications, may be downloaded from PhilGEPS or UPLB BAC website.

Bidders are required to fill-up all forms properly and completely. No revisions and/or removal of any content stated shall be allowed during the scheduled time of opening and onwards.

#### **B. SECOND ENVELOPE OF THE BID (FINANCIAL COMPONENT)**

- Bidders must submit a duly signed and accomplished PRICE SCHEDULE (excel file).

In case offers for different item numbers are of the same brand and model, the lowest price shall be considered.

Bidders are required to completely fill-out the bid proposal form. If the bidders leave anything blank, their bid will be considered non-responsive. A "0" or "-" entry on the bidder's offer column corresponding to an item would mean that such item is being offered for free. "No offer" or "No bid" must be indicated if there is no offer for a particular item.

In case there is discrepancy in the amount in words and amount in figures in the bid proposal, the amount in words shall prevail. In the event of incorrect computation, the BAC and TWG will review the arithmetical computation to correct the error.

All documents required to be filled-out and submitted on opening day are available for download at UPLB BAC website.

In observance of COVID19 safety protocols, bidders are required to wrap or cover their bid envelopes with clear plastic before submission to BAC Secretariat Office.



Suppliers are required to have a Landbank Account in any branch within the country since all payments due to suppliers/creditors shall be made through Advise to Debit Account (ADA).

The suggestions and comments regarding the indications on the Terms of Reference (TOR) are presented in Attachment 2. The TOR was reviewed with the following suggested corrections.

#### **IV. MANPOWER AND QUALIFICATION REQUIREMENTS**

- *“Curriculum Vitae shall be submitted as proof for qualifications.” was added to the requirements.*

#### **VIII. WARRANTIES OF THE CONSULTANT**

- *“The CONSULTANT shall comply with all documents to be required by the Commission on Audit even after completion of the project at no additional cost to the UPLB.” was changed to “The CONSULTANT shall comply with all documents that are related to this project that may be required by the Commission on Audit even after completion of the project at no additional cost to the UPLB”*

Delivery period was set to lot 1 was set to thirty (30) calendar days upon receipt of Notice to Proceed.

Delivery place for all items is at:

- College of Engineering and Agro-Industrial Technologies – Department of Chemical Engineering (CEAT-DChE), UP College, Los Baños, Laguna

Other details will be posted at the PhilGEPS and UPLB BAC Website and in conspicuous places within the University.

The BAC reminded that only the clarifications and revisions discussed and agreed during the negotiated conference shall be incorporated in the revised specifications/final bidding documents. Changes outside what was agreed upon during the negotiated conference are not allowed as discussed during the said activity. Otherwise, if there will be any clarifications or changes outside what was discussed during the negotiated conference regarding the technical specifications or any terms of reference within the required timeframe per 2016 IRR of RA 9184, it shall be notified to the BAC Secretariat and shall be posted as bid bulletin. The BAC, prospective bidders, and end-users agreed on the Legal, Technical and Financial requirements as discussed.

The BAC reminded the end-users and prospective bidders that all queries must be addressed to the BAC Secretariat: Ms. Rosella A. Villegas thru [ravillegas@up.edu.ph](mailto:ravillegas@up.edu.ph) and Ms. Jasmin Mary D. Dalena thru [jddalena@up.edu.ph](mailto:jddalena@up.edu.ph).

The deadline for submission of bids is on **10:00 AM of 28 September 2021**. Opening shall not be earlier than the designated time and date. Submission beyond the exact stated time will not be accepted.



All bids shall be stamped received by the BAC Secretariat on or before the deadline of submission of bids. The BAC Secretariat receiving is located at the 2<sup>nd</sup> Floor of SPMO Building. Online submission is acceptable.

All instructions as regards to documents, specifications, terms and conditions pertaining to this particular bid are agreed upon by the present end-users.

There having no other remaining topics for discussion and no further questions, concerns and issues were raised, the pre-bid conference adjourned at 12:20 noon

Bidders are encouraged to visit PhilGEPS and UPLB BAC websites after the pre-bid conference and before the opening day for possible updates or bid bulletins.

Changes in the UPLB-RQ-9-273-2021 PROCUREMENT OF DIAGNOSTIC AND LABORATORY SERVICES FOR CEAT-DCHE (NEGOTIATED PROCUREMENT-SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES) will be announced through bid bulletins.

**All actions made by the Bids and Awards Committee are hereby approved and resolved.**

**PREPARED:**

**(SGD)**

**MS. JASMIN MARY D. DALENA**

*BAC Secretariat, Member/Secretary*

27 September 2021

**CONCURRED WITH:**

**(SGD)**

**MS. JAYBEE M. PUNZALAN**

*BAC Secretariat, Chair*

**APPROVED:**

**(SGD)**

**DR. AMADO A. ANGELES**

*BAC Research, Chair*