



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL**  
**CORDILLERA ADMINISTRATIVE REGION CAMPUS**

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## **BIDS & AWARDS COMMITTEE (BAC)**

**MINUTES OF MEETING**  
**August 1, 2018; 10:00 AM**  
**PSHS- CAR CAMPUS, Room 204**

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### **PRESENT:**

#### **BAC CHAIRPERSON**

Melba C. Patacsil

#### **BAC VICE CHAIRPERSON**

Pablo M. Vilorio Jr.

#### **BAC REGULAR MEMBERS**

Graceson D. Cuyasen

Michelle C. Dalay-on

Brenda M. Badongen

#### **BAC SECRETARIAT**

Delma C. Fernandez

Francisco L. Soriano, Jr.

Carl Christian A. Chaguile

Marisol M. Barnachea

### **ABSENT**

### **BIDDERS**

- |                       |  |
|-----------------------|--|
| 1. Jocelyn Pino       | Hytec Power Inc  |
| 2. Arianne S. Lugagay | ITS Science Philippines, Inc.                          |
| 3. Vincent M. Calata  | Garimit Laboratory Furniture and Equipment Corporation |
| 4. George Galleno     | Science Gear Enterprises                               |
| 5. Desiree P. Mondala | Mt. Zion Scientific Incorporated                       |
| 6. Manny Joven        | Aspen Multi-System Corporation                         |

- 33 7. Christian de Guzman Goldquest Biotechnologies Incorporated
- 34 8. Belinda A. Flores Sciencestar Corporation
- 35 9. Roque B. Castillo Instrumix Supplier
- 36 10. Benjamin Mark David I. Castillo Lifeline Diagnostics Supplies Incorporated
- 37 11. Lornoel C. Lantin Comia's Furniture General Merchandise and Services
- 38 12. Mariane Mico Power Built General Merchandise

39 **OBSERVERS**

40 None Attended

41 **DISCUSSION POINTS**

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
BAC Chairperson	<p>The BAC Chairperson opened the meeting for the Technical and Scientific Equipment at 10:00 AM.</p> <p>The ABC is 8, 180,000.00 and requires 60 days delivery. The bidding documents may be obtained from July 4 to August 31, 2018.</p> <p>Presented the contents of the bidding documents.</p> <p>Relayed that the submission of all bids is on August 13, 2018 at 10:00 AM DOST PST.</p> <p>Reminded the body to communicate only with the BAC Secretariat.</p> <p>Presented Section 12 and reminded the body that the company IDs of the representatives will be checked.</p> <p>A bidder asked if it is allowed that during the bid opening, the bid documents will only be dropped, and the representative will leave afterwards. The vice-chairperson answered that it is okay not to attend but the SPA must be accomplished. The chairperson also</p>	BAC Chairperson	August 1, 2018	I	

	<p>said that it is better if the company representative is present during the opening.</p> <p>Another bidder asked if they can get a copy of the minutes of the bid opening meeting. The chairperson said they can be given a copy.</p> <p>Another bidder asked if a modified envelope is allowed.</p> <p>The chairperson answered that the IRR of RA 9184 does not specify that it must be an envelope, as long as it is sealed. However, for PSHS-CARC, she mentioned that all bidders should use only envelopes (no cartolinas or other modified envelopes). The committee reserves the right not to accept modified envelopes.</p> <p>Reminded the body that they have to submit three envelopes – 1 original, copy 1 and copy 2. Reminded the bidders that the title of the contract in the documents must be correct and subcontracting is not allowed.</p> <p>A bidder asked about the difference between the 2 years and 1 year in the bid docs in the SLCC part. The chairperson answered that it must be 2 years and that a bid supplement regarding the matter will be issued soon.</p> <p>A bidder asked about the 2% of total ABC or only the price of that which they will bid on will be satisfied for the bid security portion. Before answering, the chairperson requested for a recess at 10:35 AM.</p>				
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	<p>The chairperson relayed to the committee that this refers only to 2% of the ABC of the portion that the bidders will bid on.</p> <p>The session resumed at 10:41 AM. The chairperson relayed the same information to the body. She also reiterated that for convenience, it would be easier to use Bid Security Declaration.</p> <p>A bidder asked for the amount per item. Mr. Francisco L. Soriano read the amounts to the body (See attached document.)</p> <p>A bidder asked if they may submit one day ahead. The chairperson said it is okay</p> <p>The chairperson also said that tabbing of the documents is not required but would be appreciated.</p> <p>A bidder asked if in the case that they are a holder of the PhilGeps platinum certificate, they would have to attach the required documents. The chairperson said that it is better to do so since sometimes, the PhilGeps system is not updated.</p> <p>The chairperson reminded the body that 10:10 AM is the opening and not submission.</p> <p>A bidder asked if the post-qualification process will be done immediately after bid evaluation. The chairperson said that the BAC will communicate first with the representative thru writing and most of the time, they will have to bring the original documents for evaluation.</p>				
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	<p>The chairperson also said that a bid supplement including the ABC per item will be issued.</p> <p>A bidder asked if the 60-day delivery period is applicable to all the items in the bid docs. The chairperson affirmed.</p> <p>The chairperson proceeded to discuss the technical specifications of the documents. She reiterated that the bidders should write "comply" or "not comply" for each of the items.</p> <p>A bidder asked if in case that they won't be able to comply with only one of all the specifications of the product, they would be allowed to bid. The chairperson said that the specifications in the documents are the minimum requirements and if there are any deviations, the bidder may write a counter-offer.</p> <p>The chairperson also said that deleting any item should not be done. If the bidders won't bid in a certain item, they would just have to write "not comply".</p> <p>Mr. Soriano also said that bid supplements will be issued that would include request for preventive maintenance for one year after the warranty. He also relayed that certification is needed for factory-calibrated equipment and that in-house calibration is part of the installation process.</p> <p>A bidder asked if the timetable of payment period is already available. Ms. Brenda Badongen said the payment is already available.</p>				
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	<p>A bidder asked if the procuring entity deducts a retention fee of 1% of the amount will be made. The chairperson said it will be deducted.</p> <p>Mr. Soriano also reminded the bidders to attach training certificates for the technical personnel.</p> <p>A bidder asked about the specification of item no. 12 since they do not have a rotor of 30*15 and instead have a 24*15 rotor. The chairperson said that he can make a counter-offer. The same bidder also asked about item no. 9, if it is possible to offer a detachable camera instead of a built-in camera. The chairperson said it is not possible since the end-users will detach a detachable one and it will be troublesome to hold them accountable for it.</p> <p>The chairperson said that if there are any other offers, the bidders may always make a counter-offer.</p>				
BAC Chairperson	No further discussion was made. The meeting was adjourned at 11:16 AM.	BAC Chairperson	August 1, 2018	I	

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Prepared by:

**(Sgd.) MARISOL M. BARNACHEA**  
Secretariat, BAC

Reviewed and Noted by:

**(Sgd.) MELBA C. PATACSIL**  
Chairperson, BAC

**(Sgd.) PABLO M. VILORIA JR.**  
Vice Chairperson, BAC

**(Sgd.) GRACESON D. CUYASEN**  
Member, BAC

**(Sgd.) BRENDA M. BADONGEN**  
Member, BAC

**(Sgd.) MICHELLE C. DALAY-ON**  
Member, BAC