



Republic of the Philippines Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City
BIDS & AWARDS COMMITTEE
Email: philfidabac@yahoo.com 273.AGRI (2474) / 9288756 to 65 Local 2652

Minutes of the Pre-Bid Conference:

Calibration/Function Test of Laboratory Equipment - 4 Lots (FUTD- PhP1,436,000.00)

Date and Time: August 05, 2019, 9:30 AM

Place: PhilFIDA Conference Room

Present During the Meeting:

A. BAC Members

1. Edel M. Dondonilla (Chairperson)
2. Lea A. Fernandez (Vice Chairperson)
3. Jayson M. Pagtalunan (Provisional Member)

B. BAC Secretariat

1. Marieta A. Rodriguez (Head)
2. Edwin C. Castro (Member)
3. Victor Y. Romano (Member)
4. Apollo T. Domingo (Member)
5. Mohammad J. Kingking (Member)

C. TWG for Laboratory Equipment and Services

1. Ermario P. Acosta (Head)
2. Robert G. Atienza (Member)
3. Mark Angelo S. Mallari (Member)

D. End-user/s

1. Concepcion D. Jocson
2. Cristina A. Panganiban (Alternate)

E. Observer/s

1. Venica Joy B. Manianglung (COA)

F. Prospective Bidders

Company	Name of Representative	Email Address	Contact Nos.
Green Line Tech. Enterprises & Services	Cesar Espinosa	jayespinosa34@gmail.com	09279180892
HPH Technical Solutions, Inc.	Cristina Seco	inquiries@hphtechsolutions.com	897-18-16

Highlights of the Meeting:

- Mr. Dondonilla, the BAC Chairperson presided the meeting .
- He explains that brand was specified, for maintenance purposes.
- The following details are from the ITB, Bid Data Sheet, Special Conditions of Contract, Schedule of Delivery and Technical Specifications:
 - The identification of the contract is 2019-003.
 - The following are the 4 Lots under the above-mentioned project:

LOT NO.	NAME OF PROJECT	ABC (PhP)
1	Calibration/Function Test of Analytical Balance, pH Meter, Oven, Furnace, Waterbath, Vacuum Oven and Top Loading Balance	41,500.00
2	Calibration/Function Test of INSTRON Universal Testing Machine	312,000.00
3	Calibration/Function Test of Pulp and Paper Apparatus/Equipment	400,000.00
4	Calibration/Function Test of Burst Tester, Sheet Press Tester, Internal Bond Tester and Valley Beater	682,500.00

- The total Approved Budget for the Contract (ABC) is PhP 1,436,000.00.

- The complete set of Bidding Documents for the lots are available on 5 August 2019 with a fee of the following:

LOT NO.	BID DOCS PRICE
1	PhP 500.00
2	PhP 500.00
3	PhP 500.00
4	PhP 1,000.00
TOTAL	PhP 2,500.00

- The bidder's SLCC similar to the contract to be bid should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- Bidders may participate for any one, two or all lots (Lots 1, 2 ,3 & 4).
- The Bidder must have completed, within the period specified in the Invitation to Bid and **ITB** Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Such contract shall be reflected in the Statement of Single Largest Completed Contract under Item 12.1(a)(iii) hereof.

Bidders shall include in their bids a photocopy of Single Largest Completed Contract and similar contracts or Purchase Order/s and the corresponding proof of completion, such as (i) Certificate of Final Acceptance from the Bidder's client; or (ii) Official Receipt issued by the Bidder.

Failure to submit a copy of Single Largest Completed Contract and/or similar contracts with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the Bidder for award and forfeiture of the bid security. For this purpose, similar contract for all lots shall refer to the supply and delivery of ICT Equipment and Peripherals shall refer to the supply and delivery of ICT Equipment and Peripherals.

- Bids must be duly received by the BAC Secretariat on or before August 22, 2019, at 9:00 AM and bid opening shall be conducted at 9:30 AM at PhilFIDA Conference Room.
- Bids will be valid until 120 calendar days from date of bid opening.

Note:

The bidder determined as having the lowest calculated bid is required to show proof of competency by submitting **a copy of certificate of completed similar scope of work**, among others, during Post-Qualification.

- The items to change will appear in the Supplemental Bid Bulletin that will be posted in PhilGEPS. Items are listed below (see the items in **yellow** and in **bold letters**):

Bid Data Sheet

ITB Clause	
Error! Reference source not found.	The lot(s) and reference are: Lot 1 - Calibration/Function Test of Analytical Balance, pH Meter, Oven, Furnace, Units Waterbath, Vacuum Oven and Top Loading Balance

Special Conditions of Contract

Error! Reference source not found.	<p>To assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period of one (1) year, after acceptance of the delivery by the Procuring Entity.</p> <p>The Supplier's one-year warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the Contract Price. The said amounts shall only be released after the lapse of the one (1) year warranty period, provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.</p> <p>It is understood that the Supplier's warranty is separate from the manufacturer's warranty covering a period of three (3) years shall guarantee the materials used and workmanship.</p>
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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 3 – Calibration/Function Test of Pulp and Paper Apparatus/Equipment

Item	Description	Quantity	Delivered, Weeks/Months
1	Calibration of the following: - <i>L&W Canadian Freeness</i> - <i>L&W Micrometer</i> - <i>L&W Densometer</i> Function Test of the following: - <i>L&W Tear Tester</i> - <i>L&W Wet Disintegrator</i> <i>L&W Sheet Press</i> - <i>L&W Rapid Dryer</i>	1 1 1 1 1 1 1	Within 30 calendar days upon receipt of the Notice to Proceed

Section VII. Technical Specifications

Lot 1 – Calibration/Function Test of Analytical Balance, pH Meter, Oven, Furnace, Waterbath, **Vacuum Oven** and Top Loading Balance

1	Calibration/Function Test of the following:	Statement of Compliance
	- Four (4) Units Top Loading Balance, (Shimadzu, Radwag (2), AND)	

Section VII. Technical Specifications

Lot 3 – Calibration/Function Test of Pulp and Paper Apparatus/Equipment

1	Function Test of the following:	Statement of Compliance
	1. L&W Tear Tester	
	2. L&W Wet Disintegrator	
	3. L&W Sheet Press	
	4. L&W Rapid Dryer	

Bid Form

ANNEX A


Particulars	Quantity	Unit Price (in PhP)	Total Price - in PhP (inclusive of VAT)
Lot 1 – Calibration/Function Test of Analytical Balance, pH Meter, Oven, Furnace, Waterbath, Vacuum Oven and Top Loading Balance			
Furnace (Vulcan A-550)	1		
Waterbath (Polyscience -2, Memmert)	3		
Vacuum Oven (ColeParmer)	1		
Top Loading Balance (Shimadzu, Radwag (2), AND)	4		
Less: Discounts			
Total (net of discounts)			
Other offers: Specify freebies, if any			

ANNEX C


Particulars	Quantity	Unit Price (in PhP)	Total Price - in PhP (inclusive of VAT)
Lot 3 -Calibration/Function Test of Pulp and Paper Apparatus/Equipment			
For Function Test			
- L&W Tear Tester	1		
- L&W Wet Disintegrator	1		
- L&W Sheet Press	1		
- L&W Rapid Dryer	1		
Less: Discounts			
Total (net of discounts)			
Other offers: Specify freebies, if any			

- Before the end of the meeting, Mr. Dondonilla advised the prospective bidders to be careful in the preparation of bids i.e, writing COMPLY line by line
- The meeting was adjourned at 11:30 AM

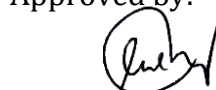
Prepared by:


Edwin E. Castro

Noted by:


MARIETA A. RODRIGUEZ
BAC Secretariat Head

Approved by:


EDEL M. DONDONILLA
BAC Chairperson
8/5/19