

Republic of the Philippines
CITY OF TACURONG
BIDS & AWARDS COMMITTEE

MINUTES OF THE BAC MEETING
BIDS & AWARDS COMMITTEE OFFICE
October 31, 2019 at 10:00am

PRESENT:

City Budget Officer Nestor B. Nomananap	BAC Chairman
City Assessor Ermie D. Fernandez	BAC V- Chair
City Administrator Ret. Judge Roberto L. Ayco	Member
City Engineer Catherine E. Leguro	Member
City General Services Officer Tomas R. Robles	Member

SECRETARIAT:

Freddie Arenos, Jr.	Member
Nelzar Arsenio	Member
Ester C. Layam	Member
Enjill Subillaga	Member

TWG:

Imelda A. Pamplona	TWG- Chair
Wilfredo Pama	Civil Works
Rodne Loria	Electrical
Sharon Villagracia	Supplies

OBSERVER:

Hon. Lino O. mantilla	V-Mayor/ Committee Chair on Health
CHO Representatives	End- User

SUPPLIERS:

BHR
GRET MKTG. INC.
La Forteza Pharmacy
Berovan
Biosite

I. CALL TO ORDER:

There being a quorum, the meeting was called to order at 10:00am by Ms. Ermie D. Fernandez, Vice Chairperson of the Bids and Awards Committee.

II. PRE- BID CONFERENCE

The pre- bid conference for the procurement of Office Equipment of the City Health Services Office held at the BAC Office was presided by Ms. Ermie D. Fernandez, Vice Chairperson of the Bids and Awards Committee.

- ❖ The BAC Secretariat discussed the Checklist of Eligibility requirement marked as "Envelope One"

CHECKLIST OF ELIGIBILITY
GOODS
Legal Documents
PhilGEPS Registration & Membership Certificate

Registration Certificate from DTI or SEC
Mayor's Permit /Business Permit
Tax Clearance per EO 398, s. 2005
Technical Documents
Statement of the prospective bidder of all its ongoing gov't & private contracts, incl. contracts awarded but not yet started, if any, whether similar or not similar in nature
Statement of the bidder's Single Largest Completed contract (SLCC) similar to the contract to be bid (25% of the ABC in case of expendable, 50% of the ABC if non-expendable
Financial Documents
Audited financial Statements, showing, among others, the prospective bidder's total & current assets & liabilities stamped received by the BIR
NFCC computation or a committed Line of Credit from a Universal or Commercial Bank.
II. TECHNICAL REQ.'T
Bid Security
-Cash or Cashier's /Manager's check (2%)
-Surety Bond (5%)
-BSD
Product Brochure
Duly accomplished Section VII- Technical Specs
Product Warranty Certificate issued by prospective bidder
III. Sworn Statement by the prospective bidder or its duly authorized representative
-NOT Blacklisted;
-Docs are AUTHENTIC copies of the Original;
-Authorizing LGU to VERIFY
-Signatory is duly Authorized Representative
-Disclosure Provision;
Complying with Bidder's Responsibilities
Did not give or pay, directly or indirectly, any commission,

amount fee, or any form of consideration

❖ For Envelope Two - The Financial Envelope

The BAC Secretariat emphasized that the official bid form for Bid Proposal will be the Bid Form sold by the procuring entity, the City Government of Tacurong .

- ❖ It was discussed also that the bidding will be per item. If the bidder could not deliver such item , it should be mark N/A and not 0 .
- ❖ Supplier should indicate the brand and made of the item being offered. It should be written in the Bid Proposal.
- ❖ The amount of the Bidding document will be based on the ABC not on the items to be bid.
- ❖ With an ABC of Php3,000,000.00, the Bidding Document is Five Thousand Pesos (Php5,000.00)
- ❖ The BAC Secretariat read the items and its description. (Please refer to the Purchase Request)
- ❖ There were no changes on the technical specifications as presented in the Purchase Request so the BAC Secretariat announced to the group that there will be no Supplemental Bulletin.


The equipment to be procured are the following:

1 Unit Automated Chemistry Analyzer	1,326,167.00
1 Unit Automated Hematology Analyzer	1,150,000.00
10 Units Digital Sphygmomanometer w/ Stethoscope	35,000.00
5 Units Droplight 50 watts valve	37,500.00
25 Units Fetal Doppler – Battery Operated	132,500.00
1 Unit HbA1C Machine	80,000.00
1 Unit Mayo Table w/ Instruments	33,933.00
2 Units Mayo Tray w/ Cover	2,400.000
1 Unit Microscope	75,000.00
5 Units Nebulizer	17,500.00
5 Units Needle Cutter Machine	42,500.00
1 Unit Pulse Oximeter	10,000.00
1 Unit Shadowless Operation Lamp	27,500.00
1 Unit UV Light	<u>30,000.00</u>
Total Amount	3,000,000.00

- ❖ Opening of Bids will on November 13, 2019 @ 1:30in the afternoon at the Bids & Awards Office
- ❖ Time clock to be followed is the clock found at the Bids & Awards Office. Late submission of Bids will not be accepted.

There being no more remaining topics for discussion, the pre- bid conference adjourned at 11:00 in the morning of the same date.

I hereby certify to the correctness of the above minutes


GEMEMA P. ROBLES
BAC Secretariat

Noted by:


ERMIE D. FERNANDEZ, MPA
City Assessor