



PLM-BIDS AND AWARDS COMMITTEE (PLM-BAC)

Minutes of the Meeting

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|-------------|-------------------|--------------|-----------------|--------|----------------------|--|
| Date | 03 May 2023 | Venue | Regent's Lounge | | Meeting No. | Pre-Bid Minutes 15 th PLM-BAC Meeting |
| Day | Wednesday | Start | 1:03 p.m. | 1:38pm | Minutes Taker | MICHAEL PICARDAL |

I. ATTENDANCE

| Name | | Minutes Approval | Signature/Remarks | | | | | | | | | | | | |
|--|--|------------------|-------------------|--------------------|--|---------|--|-------------------------|---------|--------------------|--------------------------|---------------------|----------|---|--------------------|
| Atty. CARLO FLORENDO C. CASTRO <i>BAC Chairperson/ VP for Legal Affairs</i> | | Present | (SGD.) | | | | | | | | | | | | |
| Prof. BENEDICTO L. AVILA <i>BAC Vice-Chairperson / VP for Administration</i> | | Present | (SGD.) | | | | | | | | | | | | |
| Ms. NANETTE E. LAURENTE <i>BAC Member/ Acting Treasurer of the University</i> | | Present | (SGD.) | | | | | | | | | | | | |
| Ms. DINA C. MENDEZ <i>BAC Member/OIC- Office of Public Affairs</i> | | Present | (SGD.) | | | | | | | | | | | | |
| Prof. CHRISTOPHER E. BANDOJO <i>BAC Member/ Assist. Professor IV of the PLM School of Government</i> | | Present | (SGD.) | | | | | | | | | | | | |
| End-Users/PMOs/Guest(s): 1. Mr. RYAN CRUZ , Office of the President (OP) 2. Engr. VINA MUNDALA , Physical Facilities Maintenance Office (PFMO) 3. Engr. JOSEPH BERLIN JUANZON , College of Engineering and Technology (CoE) 4. Mr. MICHAEL TAVAS , (CoE) 5. Engr. JUAN C. TALLARA JR. , (CoE) 6. Mr. ROOSEVELT DOMINGUEZ , OVPF Bidder's Representative(s): <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">PRE-BID CONFERENCE</th> </tr> <tr> <th>Project</th> <th>Laboratory Equipment, Glassware, and Supplies for the College of Engineering</th> </tr> <tr> <th>Name of Representatives</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>Ms. ANGIE AURENCIO</td> <td>HARNWELL CHEMICALS CORP.</td> </tr> <tr> <td>Ms. BABY GINA MAGAT</td> <td>CHEMLINE</td> </tr> <tr> <td>Ms. EMERALD ALCANTARA Mr. JAY VILLADELGADO</td> <td>INNOVATIVE CONCEPT</td> </tr> </tbody> </table> Technical Working Group (TWG) 1. Engr. EUFEMIA GARCIA , TWG Technical 2. Ms. DIANA NOVISTEROS , TWG Finance BAC Secretariat: 1. Mr. RON MARR P. EVANGELISTA 2. Mr. GILBERT S. DADOR 3. Ms. LEAH ESPIRITU 4. Ms. MICHAEL PICARDAL 5. Mr. EMILY SALES | | | | PRE-BID CONFERENCE | | Project | Laboratory Equipment, Glassware, and Supplies for the College of Engineering | Name of Representatives | Company | Ms. ANGIE AURENCIO | HARNWELL CHEMICALS CORP. | Ms. BABY GINA MAGAT | CHEMLINE | Ms. EMERALD ALCANTARA Mr. JAY VILLADELGADO | INNOVATIVE CONCEPT |
| PRE-BID CONFERENCE | | | | | | | | | | | | | | | |
| Project | Laboratory Equipment, Glassware, and Supplies for the College of Engineering | | | | | | | | | | | | | | |
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| Ms. EMERALD ALCANTARA Mr. JAY VILLADELGADO | INNOVATIVE CONCEPT | | | | | | | | | | | | | | |
| 1. Call to Order 2. Certification of Quorum | | | | | | | | | | | | | | | |

3. Pre-Bid Conference of the project
 3.1 Laboratory Equipment, Glassware, and Supplies for the College of Engineering
 End-user: Engr. JUAN C. TALLARA JR., CoE
 TWG Technical: Engr. EUFEMIA A. GARCIA, CoE
 4. Other Matters

| No. | Particulars | Agreement / Remarks | Responsible | | | | | | | | |
|--|---|---|--------------------------------|----------------|--------------------|--------------------------|---------------------|----------|--|--------------------|--|
| 1 | Call to Order | The BAC Chair called the meeting to order at 1:03 p.m. | Chairperson/Vice-Chairperson | | | | | | | | |
| 2 | Certification of Quorum | The BAC Secretariat certified the presence of a quorum. | BAC Secretariat | | | | | | | | |
| 3 | Pre-Bid Conference of the project | | | | | | | | | | |
| 3.1 | Laboratory Equipment, Glassware, and Supplies for the College of Engineering | <p>The BAC Secretariat presented to the project Laboratory Equipment, Glassware, and Supplies for the College of Engineering with an ABC of Two Million One Hundred Seventeen Thousand Three Hundred Fifty Pesos (Php2,117,350.00)</p> <p>The BAC Secretariat informed the Committee that Three (3) prospective bidders thru their representatives were present, namely:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name of Representatives</i></th> <th style="text-align: left;"><i>Company</i></th> </tr> </thead> <tbody> <tr> <td>Ms. ANGIE AURENCIO</td> <td>HARNWELL CHEMICALS CORP.</td> </tr> <tr> <td>Ms. BABY GINA MAGAT</td> <td>CHEMLINE</td> </tr> <tr> <td>Ms. EMERALD ALCANTARA Mr. JAY VILADELGADO</td> <td>INNOVATIVE CONCEPT</td> </tr> </tbody> </table> <p>The BAC Chair acknowledged the presence of the prospective bidders' representatives and instructed them to introduce themselves and asked if they are familiar with the government procurement process and procedures.</p> <p>The bidder's representatives introduced themselves and requested to discuss and present procedures of the government procurement process.</p> <p>The BAC briefly discussed the salient points of the procurement process and informed the prospective bidders that the detailed guidelines can be found in the bidding documents that are downloadable at the PLM website.</p> <p>The BAC inquired about the particulars of the project.</p> <p>The BAC Secretariat informed the Committee that the procurement of the project is on a per lot basis consisting of twenty-nine (29) lots. This includes laboratory equipment, glassware, and other supplies for the College of Engineering.</p> <p>The BAC informed the prospective bidders that the cost of the bidding documents shall be determined by indicating the lots they intend to bid on. The sum of the ABCs of each lot shall determine the cost of the bidding documents.</p> <p>The scope and other specifics of the project were clearly specified in the terms and reference of the project included in the Bid Documents.</p> | <i>Name of Representatives</i> | <i>Company</i> | Ms. ANGIE AURENCIO | HARNWELL CHEMICALS CORP. | Ms. BABY GINA MAGAT | CHEMLINE | Ms. EMERALD ALCANTARA Mr. JAY VILADELGADO | INNOVATIVE CONCEPT | |
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|---|----------------------|---|--|--|
| | | The following questions/concerns was raised during the meeting: | | |
| | Item No. | Inquiry / Description / Specifications | Observation / Clarification on: | BAC / BAC Secretariat's / End-User's Response |
| | | Lot No. 12 (5 pcs. Magnetic Stirrer/ Bar Type: 25mm) | Ms. Angie Aurencio of Harnwell Chemicals Corp. inquired what is the acceptable diameter for the Magnetic Stirrer. | The end-user informed the prospective bidder that 8mm is an acceptable diameter. A supplemental bid bulletin shall be issued for clarification. |
| | | Lot No. 13 (5kg Ethyl Acetate) | Ms. Baby Gina Magat of Chemline inquired what is the technical grade for Lot No. 13 (ethyl acetate) | The BAC informed the prospective bidder that it should be Ethyl Acetate AR grade. A supplemental bid bulletin shall be issued for clarification. |
| | | Lot No. 14 (5 Liters Sodium Hydroxide) | Ms. Baby Gina Magat further inquired what is the form and concentration for Lot No. 14 Sodium Hydroxide. | The BAC informed the prospective bidder that it should be 5 kg Sodium Hydroxide (pellets) (AR Grade). A supplemental bid bulletin shall be issued for clarification. |
| | | Lot No. 17 (2 Units Desiccator Vacuum Type) | Ms. Baby Gina Magat further inquired what is the range in diameter of the desiccator vacuum. | The BAC informed the prospective bidder that 240mm diameter is the minimum. A supplemental bid bulletin shall be issued for clarification. |
| | | Schedule of Requirements/Delivery Schedule (90 Calendar Days) | Mr. Jay Villadelgado of Innovative Concept requested to relax the delivery period from 90 Calendar Days to 150 CD. | The BAC informed the prospective bidder that their suggestion will be considered, should it need to be changed, a supplemental bid bulletin shall be issued for clarification. |
| | | <p>Subsequently, the BAC Chair informed the prospective bidders to submit additional queries, if any, to the Procurement Office via email until 5:00 pm, Monday, 08 May 2023, for appropriate action.</p> <p>After confirming that there were no more inquiries from the bidders, the BAC Chair terminated the Pre-Bid Conference for the project and proceeded with the next item on the agenda.</p> | | |
| 4 | Other Matters | | | |
| | Adjournment | There being no other matters for discussion, the BAC Chair adjourned the meeting at 1:38pm | | BAC/BAC Secretariat |

Prepared by:

(SGD.)
MICHAEL M. PICARDAL
Staff-BAC Secretariat

Reviewed by:

(SGD.)
RON MARR P. EVANGELISTA
Section Head- Public Bidding & BAC Secretariat