

## Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE BIDS AND AWARDS COMMITTEE



## **MINUTES OF MEETING**

12 September 2018	Fig. 1. 10 10 10 10 10 10 10 10 10 10 10 10 10	:00 AM * . * * * * * * * * * CONFERENCE ROOM B
MEETING CALLED BY	Bids and Awards Committee III	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply, Delivery, and Installation of Refrigerated Stackable Incubated Shaker for CHED-PCARI	
REFERENCE NO.	PB No. 18-235-3	
	Bids and Awards Comm Engr. Edward Saddi Marc Hordejan	Chairperson Vice-Chairperson
	Fortunato Cortez, Jr.  Procurement Division 3  Erica Santos	Provisional Member/PMOIC Secretariat
ATTENDEES	End-Users TWG Zabrina Malto	UPMSI
	Bidders Imoana Abot Romel Cabrenos Editha Lapuz Jovannie Dagubo Nelly Rose Socoro	Philab Industries Mactycoon Chemoscience Krypton Microgenesis
CALL TO ORDER	The scheduled <b>Pre-bid Conference</b> started at <b>10:28 AM</b> with the Chairperson presiding.  Attendees for the activity were introduced and acknowledged. The Secretariat stated the invited observers, however, none of them confirmed their attendance.	

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PRE-BID CONFERENCE
PB No. 18-235-3
Supply, Delivery, and Installation of
Refrigerated Stackable Incubated Shaker

	Having established the required quorum, the Secretariat proceeded with the discussion of the activity.		
I, BID DOCUMENTS			
	Page 4		
	XXX		
	1. The summary of the bidding activities is as follows:		
	The summary of the bidding activities is as follows: Advertisement/Posting of Invitation to Bid	Sept.5, 2018	
	Issuance and Availability of Bid Documents	Sept. 5, 2018	
	Pre-Bid Conference	Sept. 12, 2018, 10:00 AM	
	Last day of Submission of Written	<del>Sept. 17, 2018</del>	
INSTRUCTIONS TO	Clarification	Sept. 15, 2018	
BIDDERS	Last day of Issuance of Bid Bulletin	Sept. 19, 2018	
	Deadline of Submission of Bids	Sept. 26, 2018, 10:00 AM	
	Opening of Bids	Immediately after the Deadline of Submission of Bids	
	xxx		
	Last day of Submission of Written Clarification will be on September 15, Saturday, but can still be submitted on September 17, Monday, because based on 38.2 of IRR, "In case the deadline for each activity falls on a non-working day (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, the deadline shall be the next working day."		
BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.		

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GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.			
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.			
	Page 69 xxx			
	Lot No.	Qty	Item/Description	Delivery period
SCHEDULE OF REQUIREMENTS	1	2 units	Supply, Delivery and Installation of Refrigerated Stackable Incubated Shaker	Within Ninety days (90) Calendar Days from the effective date indicated in the Notice to Proceed
	xxx			
	Mr. Dagubo of Krypton asked if the installation of the items is already included in the Delivery period. The Chairperson answered that it is already included since the installation requires only the stacking of the items.			
TECHNICAL SPECIFICATIONS	Ms. Abot of Philab Industries asked for clarification regarding the preventive maintenance. Ms. Malto of UPMSI answered that the preventive maintenance is until the warranty period. She added that it will be done annually. She also asked if the stacking rack is also included. The Chairperson added that based on the Technical Specifications, there are no separate stacking rack.  Page 72  XXX			

AGENCY SPECIFICATIONS	QUANTITY	BIDDER'S STATEMENT OF COMPLIANCE
REFRIGERATED STACKABLE INCUBATED SHAKER		Brand/ Model:
Shaker Options: Digital		
Platform Size: ( W x D, cm): At least 46 x 46		
Dimensions (W $\times$ D $\times$ H, cm): At least 62 $\times$ 75.4 $\times$ 82		
Speed range (rpm): At least 25 to 400;		
At least 25 to 300 when stacked		
Orbit Diameter (cm): At least 2.5		
Temperature Range and Accuracy: At least 20°C below ambient to 80°C		
Temperature Uniformity: At least $\pm 0.25^{\circ}$ C at 37°C in flask		
Timer: 0.1 to 99.9 hours + continuous operation		
Memory: non volatile with automatic power failure restart	2 units	
Program modes: Constant speed and temperature, timed shaking, programmable multi-steps, RS-232 control		
Multi Step programming: Has 4 stored programs with 15 steps per program		
Has internal electric receptacle		
Has a control programmer		
At least 120 V, 60 Hz		
INCLUDES:		-

		www.comensummer.com	
	Universal platform: Aluminium		
	At least 3 pcs 4 L Erlenmeyer flask dedicated platform		
	At least 16 pcs 4 L Erlenmeyer flasks (includes at least 8 clamps with spring retainer)		
	At least 18 pcs plain 4 L Fernbach flasks		
	At least 3 pcs Sticky pad platform		
	At least 15 pcs 8" x 8" Sticky pad		
	Annual Preventive maintenance within the warranty period		
	Three (3) years warranty for parts and service (Manual/User Handbook).		
	Factory-trained technicians should be dispatch in case of repairs.		
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TERMS OF REFERENCE	There were no amendments/revisions made and the BAC under this section.	d further inst	ructions from
BIDDING FORMS	There were no amendments/revisions made and the BAC under this section.	d further inst	ructions from

III. TIMELINE	
POSTING IN PHILGEPS	05 September 2018
PREBID CONFERENCE	12 September 2018 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	15 September 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	26 September 2018 ; 10:00 AM

II. OTHER DISCUSSION	
OTHER MATTERS	1. Mr. Dagubo of Krypton asked if their bids will be accounted even if no
	representative is present during bid opening. The Chairperson answered

доментальных такження больком на эменення по техновичення в подавлення в подавлення в подавлення в подавлення	that all bids that will be submitted on or before the deadline, will be accounted even if with no representative from the bidders is present.
	2. All amendments on the Bidding Documents made during Pre-bid Conference will be posted as Bid Bulletin.

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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:25 AM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 12 September 2018.
PREPARED BY	Procurement Division 3:  ERICA SANTOS
	Secretariat
	Bids and Awards Committee III:  On Official Business  OMAR BERNAL AdHoc Representative  On Official Business  ATTY. DIVINA GRACIA BACAL  Advantage  FORTUNATO CORTEZ, JR.  Provisional Member/PMOIC  MARC HORDEJAN
CERTIFIED CORRECT	Regular Member Vice-Chairperson  ENGR. EDWARD SADDI  Chairperson