



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Araneta Street, Singang, Bacolod City  
Philippines 6100  
TIN 0000-784-336

**REGIONAL BIDS AND AWARDS COMMITTEE**  
**Minutes of the Prebid Conference**  
**LABORATORY EQUIPMENT (SIDA)**

Date: August 5, 2019; 9:30 a.m.

Location: SRA Conference Room, Bacolod City

**In attendance:**

*From the Regional Bids and Awards Committee*

Atty. Ignacio Santillana, Chairperson

Wilfred Monares, Vice Chairperson

Ma. Lourdes Dormido, Regular Member

Rosario Te, Regular Member

Michael Glenn Monte, Alternate Member

Janet Dilag, TWG

*From the RBAC Secretariat*

Maria Lucia Sanchez

Ceres June Pedrosa

*From the Requisitioner*

Arlene Matti

*Prospective Bidders*

Ernie Sadandaz – Gimit Laboratory

Jade De la Banda- ITS Science Phils

Veronica Regondola – MMJ Biosystems Phils, Inc.

Rofa Dasillo – Guill-Bern Corporation

**I. Call to order:** at 9:30 a.m. by RBAC Chairperson Atty. Ignacio Santillana

**II. Inquiries and Clarifications**

All prospective bidders present were provided with the Checklist of the Eligibility and Technical Documentary Requirements and the Technical Specifications.

A. RBAC Chair Atty. Santillana presented in detail the Eligibility and Technical Documentary requirements and gave emphasis on the following:

- Submit only the PhilGEPS Registration Certificate but if the documents stated in Annex A, is expired as stated, attach the current and valid document.
- Compliance with notarial law requirement for the notarization of Bid Securing Declaration, Omnibus Sworn Statement and Secretary's Certificate/Board Resolution.
- Signatory of the documents for corporations must be authorized through a Secretary's Certificate or Board Resolution.
- Representative must be authorized through a Special Power of Attorney.
- Bid Prices for items to be bid must be enumerated in the Bid Form.

B. Clarifications from the end-users including recommendations from prospective bidders were, as follows:

- NFCC computation shall be based on the lots offered.
- Volume of Drying Oven – minimum of 396 Liters
- No. of Shelves of Drying Oven – minimum of 3 shelves
- Epoxy Resin worksurface for Fumehood is acceptable.
- Dimensions for Fumehood should be within the range specified.

- Apart from the NIST certification, other certificates of accreditation are acceptable for the UV-Vis Spectrophotometer.
- Delivery site is in SRA Bacolod but the Project site is located in San Carlos City, Negros Occidental.
- Delivery period is 60 days but a request for extension will be acceptable if the reasons are justifiable.
- The contract will be rescinded for non-compliance with the installation during the required installation period.

Conference adjourned at 11:00 a.m. with a closing announcement that a supplemental/bid bulletin on the amendments will be posted at the PhilGEPs/SRA websites.

Prepared by:



**MARIA LUCIA C. SANCHEZ**  
RBAC Secretariat

Noted:



**ATTY. IGNACIO S. SANTILLANA**  
RBAC Chairperson