March 24, 2015

DR. TIRSO A. RONQUILLO
President
This University

Dear Sir:

Respectfully submitting for your approval the Resolution of the BAC for the project "Procurement of Equipment (Microbiology) for the Upgrading of Research Laboratory" specifically recommending the award of the project to Exclusive Traders, Inc. resolved at the BAC Office, Ground Floor ITE Building, Main Campus I on March 3, 2015.

Respectfully yours,

DR. JESSIE A. MONTALBO
BAC Chairman

Approved:

Approved as per Board Resolution No. 090, S. 2015
of BatStateU Board of Regents:

DR. TIRSO A. RONQUILLO
University President
BAC Resolution Declaring SCR and Recommending Approval for the project
"Procurement of Equipment (Microbiology)"
for the Upgrading of Research Laboratory

WHEREAS, a budget allocation for capital outlay amounting to Thirty Million Four Hundred Twenty Nine Thousand Pesos (Php 32,429,000.00) was granted to Batangas State University by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED);

WHEREAS, the BatStateU Board of Regents, on its meeting held on April 22, 2014, approved that the granted budget be used for the procurement of different science laboratory equipment and materials for the University’s researches on food, energy and environment;

WHEREAS, the Research Office prepared the project proposal including the equipment to be procured, line budget item and its corresponding specifications and submitted it to the Office of the Bids and Awards Committee;

WHEREAS, the Bids and Awards Committee prepared the Project Procurement Management Plan (PPMP) and submitted it together with the project proposal including the equipment to be procured, line budget item and its corresponding specifications and Certificate of Availability of Funds to the Office of the Board Secretary for approval by the Committee on Finance;

WHEREAS, the Project Procurement Management Plan (PPMP) has been approved by the Committee on Finance of the BatStateU Board of Regents during its Meeting on November 19, 2014 at Conference Room, International Affairs Office, Batangas State University, Batangas City;

WHEREAS, the PPMP has been approved by the BatStateU Board of Regents during its 44th Regular Meeting done on December 18, 2014;

WHEREAS, the Bids and Awards Committee advertised the Invitation to Bid for the project "Procurement of Equipment (Microbiology) for the Upgrading of Research Laboratory" and posted the same on the PhilGEPS website, University website and on conspicuous place at the premises of the Batangas State University from January 23, 2015 until February 18, 2015 with an Approved Budget for the Contract (ABC) of Six Hundred Ninety Thousand Pesos (Php 690,000.00);

WHEREAS, on the same date, the Bidding Documents for the project was posted in PhilGEPS and in the university website giving all interested bidder the opportunity to view and study the project requirements and specification;

WHEREAS, in response to said advertisement twenty four (24) bidders appeared in the PhilGEPS Document Request List but only one (1) of them purchased the bidding documents, to wit: Exclusive Traders, Inc.;

WHEREAS, on January 27, 2015, a notice of pre-bid conference was issued to the members of the BAC and to enhance the transparency of the bidding process, the BAC invited in writing observers from COA, Philippine Chamber of Commerce and Industry and Non-government organization;

WHEREAS, on January 30, 2015, a pre-bid conference attended by one (1) prospective bidder who purchased bidding documents was conducted to make clarification on any part of the bidding documents, give information on how Batangas State University BAC conduct
competitive bidding process and address bidder’s questions on technical and schedule of requirements of the project. None of the invited observers were able to attend the pre bid conference;

WHEREAS, on February 10, 2015, a Supplemental Bid Bulletin No. 1 was issued for the purpose of changing the schedule of submission and opening of bids making it February 23, 2015;

WHEREAS, on February 18, 2015, a notice of bid opening was issued to the members of the BAC and to enhance the transparency of the bidding process, the BAC invited in writing observers from COA, Philippine Chamber of Commerce and Industry and Non-government organization;

WHEREAS, on February 23, 2015, the bid opening presided by the BAC Chairman was conducted and witnessed by members of the BAC, the BAC Secretariat, and representatives of the bidder participating in the project. Representative from Philippine Chamber of Commerce and Industry attended the bid opening;

WHEREAS, one (1) bidder submitted their bid and passed the preliminary examination;

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<thead>
<tr>
<th>Bidder Identification/Name</th>
<th>Bid as Read Amount (Php)</th>
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<tbody>
<tr>
<td>Exclusive Traders Inc.</td>
<td>683,000.00</td>
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WHEREAS, on February 24, 2015, the BAC conducted a detailed evaluation of bid using non-discretionary criteria considering completeness of bid, computational errors and omissions, and application of Value Added Tax (VAT) that resulted to the following:

<table>
<thead>
<tr>
<th>Bidder Identification/Name</th>
<th>Bid as Calculated Amount (₱)</th>
<th>% Variance from ABC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclusive Traders, Inc.</td>
<td>683,000.00</td>
<td>.0001</td>
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WHEREAS, on the same day, on the documents submitted by the TWG, after verification and validation of the SCBs stated competence and experience, as well as checking the performance of the SCB in its on-going government and private contracts, the bidder, Exclusive Traders, Inc. was found to be complying and declared as responsive bid;

WHEREAS, on the same day, the BAC notified Exclusive Traders, Inc. informing that they have been declared as the Single Calculated Bid (SCB) and is required to submit within three (3) calendar days the post qualification requirements, such as 1) Tax Clearance; 2) Latest Income and Business Tax Returns; and 3) Certificate of PhilGEPS Registration;

WHEREAS, February 27, 2015, Exclusive Traders, Inc. submitted the post qualification documents;

WHEREAS, further examination of the documentary evidence of the bidder’s qualifications submitted pursuant to ITB Clauses 12 and 13, as well as ITB Clause 29.2 and with the recommendations of the TWG, the BAC unanimously rated Exclusive Traders, Inc. “passed” and complying with all the criteria for post qualification;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED, based on the foregoing findings:
To declare **Exclusive Traders, Inc.** as the Bidder with the **Single Calculated and Responsive Bid** for the project **Procurement of Equipment (Microbiology)** for the **Upgrading of Research Laboratory**; and

b) To recommend for approval by the Chairman and Members of the **BatStateU Board of Regents** the award of the project to **Exclusive Traders, Inc.**

RESOLVED, at the BAC Office, Ground Floor, ITE Building, Main Campus I, this 3rd day of March, 2015.

Approved for Recommendation to the Board of Regents of BatStateU through the University President:

Dr. Jesse B. Maytatio
BAC Chairman

Engr. Rogelio A. Antenor
Vice Chairman

Dr. Leonila V. Antonio
BAC Member

Dr. Erma B. Quinay
End/User

Dr. Emil C. Alcantara
TWG

Atty. Edgar F. Valdez
BAC Member

Engr. Enrico M. Dalanao
BAC Member

Dr. Shirley G. Cabrera
TWG

Attested by:

Mr. Marcellos L. Agustin
BAC Secretary