



**BID ID: 80861**

**Name of Project: Provision of Janitorial Services for the Operation of the University**

**Location of Project: CSU Campus, Ampayon, Butuan City**

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
Provision of Janitorial Services for the Operation of the University**

Present were:

Dr. Armie Liela M. Mordeno  
Dr. Felix R. Ocarez  
Dr. Luisito I. Tabada  
Atty Dianah Jee U. Saspa- Canumay  
Engr. Marilou G. Umpad  
Ma. Victoria M. Labisto, CPA  
Karl Mars Glen R. Cane  
Julius R. Ocmen  
Master George M. Tortola  
Datche P. Dagooc  
Mark Odtojan  
Leo C. Deluvio  
John Paul C. Reponte  
Angelica G. Dando  
Mary Brigitte Tanjay  
Max Amamio

- BAC Chairperson  
- BAC Vice Chairperson  
- BAC Member  
- BAC TWG  
- BAC TWG  
- Head, BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- Internal COA  
- UFSWCA

The pre-bid conference for the Provision of Janitorial Services for the Operation of the University was held on November 16, 2020 @ 9:30 A.M via Video Conferencing through Google Meet App. It was called to order by Dr. Felix R. Ocarez, BAC Vice Chairperson with the Provisional Agenda as follows:

- I. Preliminaries
  - A. Call To Order
- II. Business Agenda for the Day
- III. Adjournment

**II. Business for the day**

**Pre-bid Conference on the Project RE: Provision of Janitorial Services for the Operation of the University**

- The BAC Secretariat introduced the BAC Members, BAC TWG, BAC Secretariat, and acknowledged the observers and prospective bidders present via Google Meet app;

*Minutes of Pre-bid Conference RE: Provision of Janitorial Services for the Operation of the University, November 16, 2020 @9:30 A.M. via Goggle Meet App.*

## BIDS AND AWARDS COMMITTEE (BAC)

- The BAC Vice Chairperson read the Invitation To Bid (IB) of the project with an Approved Budget for the Contract (ABC) of **Two Million Six Hundred Two Thousand Six Hundred Eighty-eight Pesos and 77/xxx (P 2,602,688.77)** with fund source from the Regular Agency Fund (RAF) FY 2021 and a contract duration of eleven (11) months;
- He relayed that all activities relative to the University's conduct of the bidding process are governed by the pertinent provisions of the IRR of RA No. 9184;
- He further relayed the schedule / timeline of activities to be undertaken for the said project and requested to take note of the same;
- He added that the bid documents can be downloaded through the CSU and PhilGEPS websites and that the same amounts to Five Thousand Pesos (P5,000.00) non-refundable;
- He also conveyed that with the online conduct of the opening of bids, the University adheres to GPPB Res. No. 09-2020 on the electronic submission of bid in which specifies:
  - use of the two-factor security procedure of an archive format and password protection to ensure the security, integrity and confidentiality of the bid documents submitted.
  - allows access to bidding documents on the actual date and time opening of bids via Goggle Meet App.
  - duly accomplished password protected compressed documents shall be sent to [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)
- He also added that the payment of the bid documents shall be made on a bank deposit through DBP in the account of Caraga State University Account No. 0805-019713-030. He instructed that the bidders should take a photo of the bank validated deposit slip to be emailed to the BAC Secretariat for confirmation/validation of the same by the University Cashier that payment has already been credited to CSU's bank account and eventually the basis of the opening of the bid document submitted;
- He then relayed the information to prospective bidders that only the declared Lowest Calculated Bid (LCB)/ Single Calculated Bid (SCB) will be required to submit a hard copy of the documents submitted online consisting of (1) original copy and (2) duplicate copies for submission to the COA, BOR and filing/ safe keeping. He also instructed to give emphasis on the complete staff work on the preparation of the said bidding documents with every page duly signed. Bidders should properly marked, tabbed, arranged the same with corresponding Table of Contents the documents submitted as indicated in the Checklist of Requirements in the PBD. The same should be bounded (spiral or paper fastener). The Post-qualification will be conducted in virtual presentation together with the BAC members and TWG;
- The Vice- Chairperson also relayed that bidders are allowed and encourage to submit the hard copy of their bid documents duly sealed and signed in anticipation that there might be hitches during the online conduct of the opening of bids.
- There were no clarifications raised during the conference as the prospective bidder was having difficulties with the internet connection.



III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 10:01 A.M.

Prepared by:

  
**MASTER GEORGE M. TORTOLA**  
Head, BAC Secretariat

Conforme:

  
**FELIX R. OCAREZ, Ed.D.**  
Vice-Chairperson, Bids and Awards Committee