

BID ID: 80990

Name of Project: **Provision of Technical and Scientific Equipment for R & D**

## **Program on Producing Alternative Clean Energy and Power in Partnership with LGU's in CARAGA**

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

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
Provision of Technical and Scientific Equipment for R & D Program  
on Producing Alternative Clean Energy and Power in Partnership with  
LGU's in CARAGA**

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  
Engr. Alexander Demitillo  
Mary Brigitte Tanjay  
Shiza Seda  
Wendilen Gamaya  
Alvin Saulog

- BAC Chairperson
- BAC Vice Chairperson
- BAC Member
- BAC Member
- BAC Member
- BAC Member
- BAC TWG
- BAC TWG
- Head, BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat Staff
- BAC Secretariat Staff
- BAC Secretariat Staff
- End-user
- Internal COA
- Antech-Enviro Phils, Inc.
- Guilbern
- Emmantech Enterprises

The pre-bid conference for the Provision of Technical and Scientific Equipment for R & D Program on Producing Alternative Clean Energy and Power in Partnership with LGU's in CARAGA was held on November 16, 2020 @ 11:00 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

*Minutes of Pre-bid Conference RE: Provision of Technical and Scientific Equipment for R & D Program on Producing Alternative Clean Energy and Power in Partnership with LGU's in CARAGA, November 16, 2020 @11:00 A.M. via Goggle Meet App.*



## II. Business Agenda for the Day

### Pre-bid Conference on the Project RE: **Provision of Technical and Scientific Equipment for R & D Program on Producing Alternative Clean Energy and Power in Partnership with LGU's in CARAGA**

- The BAC Secretariat introduced the BAC Members, BAC TWG, BAC Secretariat, and acknowledged the observers and prospective bidders present via Google Meet app;
- The BAC Vice Chairperson read the Invitation To Bid (IB) of the project with an **Approved Budget for the Contract (ABC) of Two Million Five Hundred Thousand (₱2,500,000.00)** with fund source from the Regular Agency Fund (RAF) FY 2021 and a contract duration of One Hundred Twenty (120) calendar days;
- 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 (₱5,000.00) 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;

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## BIDS AND AWARDS COMMITTEE (BAC)

- 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;
- The prospective bidders/suppliers were then asked for questions. The following were the queries:

Query	BAC Reply
1. Is the computer system included in the specifications of the project?	<p>1. The following information were relayed:</p> <ul style="list-style-type: none"> <li>• The end-user relayed that during the pre-quote and market research for the said project, the cost for the computer was already included in the total cost/amount of the ABC;</li> <li>• That the end-user failed to include the specifications of the computer system;</li> <li>• That a Supplemental bid bulletin will be issued to include the same in the specifications of the project;</li> <li>• That the end-user will submit immediately to the BAC secretariat the specifications of the computer system for inclusion in the addendum</li> </ul>
2. On the company ownership of 60% Filipino-owned as specified and presented in the PBD?	<p>2. That in RA 9184 rulings, 75% Filipino-owned shall only be required in infrastructure projects, however, for the goods and services it should only be 60%. Correction for the same will be included in the Supplemental Bid Bulletin.</p>
3. In the Schedule of Requirements, the amount presented is ₱3,500,000.00?	<p>3. The approved ABC amount of the project is ₱2,500,000.00. Correction for the same will be included in the Supplemental Bid Bulletin.</p>

- The BAC Chairperson asked if there is a need to make a Supplemental Bid Bulletin for the project which was affirmed by the End-user. She further asked on the contract duration of 120 calendar days if the same is sufficient and as confirmed by the end-user and the prospective bidders present, the same is not enough;
- Dr Tabada suggested to extend the Bid Validity to 150 calendar days by informing the bidder through a letter for the extension of the same. And that the amendment for the contract duration will be included and supplemented.

### III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 11:35 A.M.

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Prepared by:

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

Conforme:

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