

**BID ID: 81005**

**Name of Project: Provision of Technical and Scientific Equipment for R & D Program on the Use of Biotechnology To Modernize Production of High-Value Crops**

**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 the Use of Biotechnology To Modernize Production of  
High-Value Crops**

Present were:

Dr. Armie Liela M. Mordeno	- BAC Chairperson
Dr. Felix R. Ocarez	- BAC Vice Chairperson
Dr. Luisito I. Tabada	- BAC Member
Atty Dianah Jee U. Saspa- Canumay	- BAC Member
Engr. Marilou G. Umpad	- BAC Member
Ma. Victoria M. Labisto, CPA	- BAC Member
Karl Mars Glen R. Cane	- BAC TWG
Julius R. Ocmen	- BAC TWG
Master George M. Tortola	- Head, BAC Secretariat
Datche P. Dagooc	- BAC Secretariat
Mark Odtojan	- BAC Secretariat
Leo C. Deluvio	- BAC Secretariat Staff
John Paul C. Reponte	- BAC Secretariat Staff
Angelica G. Dando	- BAC Secretariat Staff
Elizabeth P. Parac, Ph. D.	- End-user
John Mark Ramada	- End-user
Leo Jude Villasica	- End-user
Mary Brigitte Tanjay	- Internal COA
Nikki Jane Castro	- Molave Trading Inc.
Wendelyn Gamaya	- Guil-Bern Corp
Jotham Leo Martinez	- Krypton International Resources Sales & Services

The pre-bid conference for the **Provision of Technical and Scientific Equipment for R & D Program on the Use of Biotechnology To Modernize Production of High-Value Crops** was held on November 16, 2020 @ 11:36 A.M via Video Conferencing through Google Meet App. It was called to order by Dr. Arimie Leila M. Mordeno, BAC Chairperson with the Provisional Agenda as follows:

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

*Minutes of Pre-bid Conference RE: Provision of Technical and Scientific Equipment for R & D Program on the Use of Biotechnology To Modernize Production of High-Value Crops, November 16, 2020 @ 11:30 A.M. via Goggle Meet App.*

BIDS AND AWARDS COMMITTEE (BAC)

**Pre-bid Conference on the Project RE: Provision of Technical and Scientific Equipment for R & D Program on the Use of Biotechnology To Modernize Production of High-Value Crops**

- The BAC Chairperson took over the Pre-bid Conference and introduced the BAC Members, BAC TWG, BAC Secretariat, and acknowledged the observers and prospective bidders present via Google Meet app;
- The BAC Chairperson read the Invitation To Bid (IB) of the project with an Approved Budget for the Contract (ABC) of **Two Million Seven Hundred Thousand Pesos (P2,700,000.00)** with a fund source from Regular Agency Fund (RAF) 2021 and a contract duration of ninety (90) calendar days;
- She conveyed that the CSU BAC adheres to the provisions of RA # 9184 on the Single Largest Completed Contract (SLCC), Performance and Bid Security.
- The Chairperson relayed to the members of the BAC, the Secretariat and its Technical Working Group (TWG) the schedule of activities to be undertaken for the said project;
- She also requested the prospective bidders to take note on the timeline of activities and the availability of the bid documents;
- She 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;
- That CSU 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)
- She 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. She 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;
- The 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 and that all information will be included in the Supplemental Bid Bulletin to be issued for the project;
- The Chairperson then asked the prospective bidders if the contract duration of sixty (60) calendar days is sufficient enough and it was positively affirmed by them.
- The prospective bidders/suppliers were then asked for questions. The following were the queries:

**BIDS AND AWARDS COMMITTEE (BAC)**

<b>Query</b>	<b>BAC Reply</b>
1. Can partial bids be allowed for the said project?	1. Considering that the project is procurement of highly technical item, the BAC was in consensus to adopt the recommendation which was further affirmed by the end-user. Allowing partial bids for the project will be accepted and a supplemental bid bulletin will be issued for the same
2. Is FOSS DT 220 or its equivalent be accepted?	2. FOSS DT 220 will be deleted as the same is presenting a particular brand item. That the presented specifications are the minimum requirements, hence, if the bidder would offer/present higher specifications, the same will be accepted subject also to evaluation
3. On the electronic submission?	3. Considering that the opening of bids will be conducted online/ virtual, e-copy of the bid documents should be submitted, password protected as specified in the IB of the project

- Dr. Ocarez reiterated on the submission of both electronic and hard copy during the Opening of Bids and once declared as the LCB the bidder will submit the three (3) copies – Original and (1 & 2) copies;
- Dr. Tabada commented on the UV-VIS Spectrophotometer UV 1900 which referred to a brand and suggested to remove it;
- For the end-user to submit the final specifications of the project that complies with the rulings of RA9184 that reference to brand names shall not be allowed and submit the same to the BAC Secretariat for inclusion in the addendum of the project to be issued.

**III. Adjournment**

There having no other topics for discussion, the meeting was adjourned at 12:04 A.M.

Prepared by:

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

Conforme:

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
 Chairperson, Bids and Awards Committee

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