



**Project Reference Number: 7227316**  
**Name of Project: Provision of Electronic Supplies, Materials and Equipment for the Operation of Packaging, Labeling and Innovation Center - PLIC**  
**Location of Project: CSU Campus, Ampayon, Butuan City**

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT**  
**Re: Provision of Electronic Supplies, Materials and Equipment for the Operation of Packaging, Labeling and Innovation Center - PLIC**

Present were:

Armie Leila M. Mordeno, DPA, CSEE  
Felix R. Ocarez, Ed. D.  
Luisito I. Tabada, Ph. D.  
Engr. Marilou G. Umpad  
Ma. Victoria M. Labisto, CPA  
Atty. Dianah Jee U. Saspa  
Glen R. Cane  
Julius L. Ocmen  
Master George M. Tortola  
Datche P. Dagooc  
Mark Odtojan  
Leo C. Deluvio  
John Paul C. Reponte  
Angelica G. Dando  
Engr. Alexander Demetillo  
Albine Jalagat  
Norman Enopia

- 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  
- End-user  
- Compac Corporation  
- Compac Corporation

The Pre- bid Conference for the Provision of Electronic Supplies, Materials and Equipment for the Operation of Packaging, Labeling and Innovation Center - PLIC was held on October 13, 2020 @ 10:00 A.M. via Video Conferencing through Google Meet App. It was called to order by Dr. Armie Leila M. Mordeno, BAC Chairperson with the Provisional Agenda, as follows:

**I. Preliminaries**

- A. Call To Order**
- B. Adjournment**

**II. Business Agenda for the Day**

*Minutes of Pre-bid Conference RE: Provision of Electronic Supplies, Materials and Equipment for the Operation of Packaging, Labeling and Innovation Center - PLIC, October 13, 2020 @ 10:00A.M., via Video Conferencing.*

## BIDS AND AWARDS COMMITTEE (BAC)

Pre-bid Conference on the Project RE: **Provision of Electronic Supplies, Materials and Equipment for the Operation of Packaging, Labeling and Innovation Center - PLIC**

- The BAC Chairperson acknowledged the prospective bidders and the BAC Members 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 Two Hundred Thirty-eight Thousand Nine Hundred Twenty Pesos Only (Php.2,238,920.00)** with a fund source from Trust Receipt Fund (TRF) FY 2020 funded by the DOST and a contract duration of 60 calendar days;
- She reiterated the timeline of activities through virtual activity with the advice to the prospective bidder on the submmission of documents online password protected;
- That the project is one (1) whole lot;
- That the identified bidder with the lowest/ single calculated bid should provide the three (3) hardcopies of the documents submitted online for the bid evaluation giving emphasis on the completed staff work on the preparation of documents to fast track the process of the bid evaluation with every page duly signed. Bidders should properly mark, tab, arrange, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders. The same should be bounded (spiral or paper fastener);
- That original copy of the documents should also be submitted for further validation during the post qualification;
- That with the time and location constraints on the part of the bidder to comply, online/ virtual post qualification and evaluation of their documents shall be conducted through same platform (Google Meet App);
- The prospective supplier was then asked for questions. The following are the queries:

Querry	BAC Reply
1. On how to avail/ buy the PBD of the project?	1. That the PBD can be obtained/ downloaded through the CSU and PhilGEPS websites; That payment for the PBD should be through the Development Bank of the Philippines with account name : Caraga State University-Ampayon ; The bidders were also informed that a scanned copy of the bank validated deposit slip should be provided/ emailed to the BAC Secretariat for the validation of the payment by the University Cashier's Office and as the basis for the opening of the bidder's documents during the opening of bids.
2. On the contract duration on 60 calendar days considering the Pandemic?	2. An Addendum for the project shall be issued amending the contract duration

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## BIDS AND AWARDS COMMITTEE (BAC)

<p>3. On the Building Permit?</p> <p>4. On the site survey or Site Inspection Certificate?</p>	<p>from 60 to 90 calendar days.</p> <p>3. The contractor will be responsible for the permit on the installation of the electrical post and transformer from ANECO. The CSU Mechatronics Buiding has already a Provisionary Building Permit.</p> <p>4. A Site Inspection Certificate is required that will form part of the Technical Documents to be submitted. That the conduct of site inspection will help the prospective providers in coming up with the bill of quantities.</p>
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- For the prospective bidders to coordinate with the BAC Secretariat the schedule of the site inspection as the same will be cascaded with the University’s Office of Planning and Development and the General Services Office;
- The CSU BAC instructed the prospective bidders that for the representative who will conduct the site inspection, he/she must abide with all the necessary health protocols for the protection and safety of the University constituents;
- The BAC Chairperson conveyed on the Opening of Bids that will be on October 26, 2020 @ 11:00A.M. via online through the same platform.

### III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 10:24 A.M.

Prepared by:

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

Conformed:

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