

BIDS AND AWARDS COMMITTEE (BAC)

Bid ID: 7256323

Name of Project: Provision of IT Equipment and Materials for the Operation of CSU Online Class

Location of Project: CSU Campus, Ampayon, Butuan City

EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT
Re: Provision of IT Equipment and Materials for the Operation of CSU Online Class

Present were:

Armie Leila M. Mordeno, DPA, CSEE	- BAC Chairperson
Felix R. Ocarez, Ed. D.	- BAC Vice-Chairperson
Engr. Marilou G. Umpad	- BAC Member
Ma. Victoria M. Labisto, CPA	- BAC Member
Atty. Dianah Jee U. Saspa	- BAC Member
Glen R. Cane	- BAC TWG
Julius L. Ocmen	- BAC TWG
Christian Perez	- BAC TWG (ICT)
Sharon Reyes	- BAC TWG (ICT)
Datche P. Dagooc	- BAC Secretariat
Mark Ian L. Odtojan	- BAC Secretariat
John Paul C. Reponte	- BAC Secretariat Staff
Angelica G. Dando	- BAC Secretariat Staff
Mary Brigette Tanjay	- Internal COA
Loida Evangelista	- Masangkay Computer Center
Gelo Barrieto Channel	- Dataworld Computer

The Pre-bid Conference for the **Provision of IT Equipment and Materials for the Operation of CSU Online Class Project** was held on October 22, 2020 @ 2:01 P.M. via Video Conferencing through the Google Meet Application. It started with a prayer by Dr. Felix R. Ocarez, BAC Vice- Chairperson and was called to order by Dr. Armie 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 for the day

Pre-bid Conference on the Project RE: **Provision of IT Equipment and Materials for the Operation of CSU Online Class.**

Minutes of Pre-bid Conference RE: Provision of IT Equipment and Materials for the Operation of CSU Online Class, October 22, 2020 @2:00P.M., via Video Conferencing.



- The BAC Secretariat acknowledged the BAC members and its secretariat, the BAC TWG and the prospective bidders present online during the conduct of the said conference;
- The BAC Chairperson relayed that the Pre-procurement Conference for the said project was held last October 13, 2020;
- The BAC Chairperson read the Invitation To Bid (ITB) of the project with an Approved Budget for the Contract (ABC) of **Three Million Eight Hundred Twenty Five Thousand Pesos (Php.3,825,000.00)** with fund source from the Internally Generated Fund- GS (IGF-GS) FY 2020 and a contract duration of 60 calendar days;
- She reiterated the timeline of activities giving emphasis on the online conduct of the same and relaying further the advice to the prospective bidders on the submission of bid documents through online only which is also password protected in compliance with the provisions of GPPB Res. No. 09-2020 on the use of a two-factor security procedure ensuring that the same is password protected as stated in the ITB Clause No.7 of the same project;
- She also relayed that the identified bidder with the lowest/ single calculated bid should provide three hardcopies of the documents submitted online for the bid evaluation, filing and submission to COA 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);
- She informed the prospective bidders 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 and to coordinate with the BAC Secretariat for the specific account number intended for the payment of the bid documents;
- The bidders were also informed that a scanned copy of the bank validated of the 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. And that official receipt shall be with the BAC Secretariat, for safekeeping with the assurance that the same will be given to the prospective bidder once they have time to go to the campus;
- The prospective supplier was then asked for questions/ clarifications. The following were the queries raised:

Query	BAC Reply
1. Is the Desktop computer clone or branded?	1. Upon confirmation with the PPMP provided by the end-user, the desktop computer items specified in the ABC should be branded. That a bid supplemental shall be issued to amend the same
2. Is the project in one lot?	2. The project is one (1) lot.



Query	BAC Reply
3. On Item No. 6 with camera and pen on laptop specification?	3. Upon confirmation from the end-user, the BAC was in consensus to stick to specifications provided for in the said item

- The BAC Chairperson reiterated the schedule of the virtual Opening of Bids on November 03, 2020 @9:00A.M. through the same platform only.

III. Adjournment

There having no other topics for discussion, the Pre-bid conference was adjourned at **3:20 P.M.**

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conforme:

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