



*Project Reference Number: 7227466
Name of Project: Provision of Machinery and Technical and Scientific Equipment for the Operation of DABIOTECH-C2003
Location of Project: CSU Campus, Ampayon, Butuan City*

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT
Re: Provision of Machinery and Technical and Scientific Equipment for the Operation of DABIOTECH-C2003**

Present were:

Armie Leila M. Mordeno, DPA, CSEE	- BAC Chairperson
Felix R. Ocarez, Ed. D.	- BAC Vice-Chairperson
Luisito I. Tabada, Ph. D.	- BAC Member
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
Lilia Z. Boyles, Ph. D.	- BAC TWG
Master George M. Tortola	- Head, BAC Secretariat
Datche P. Dagooc	- BAC Secretariat
Mark Otojan	- BAC Secretariat
Leo C. Deluvio	- BAC Secretariat Staff
John Paul C. Reponte	- BAC Secretariat Staff
Angelica G. Dando	- BAC Secretariat Staff
Elizabeth Parac, Ph. D.	- End-user
Adrian Huang Ho	- Aspen Corporation
Clene Rose Palle	- Medica Test System, Inc.
Sherryl May Patago	- Rain Phil, Inc.
Patsyjoyce Annabelle Samson	- Lifeline Diagnostics
Rey Mark Gamaya	- Guilbern Corporation
Vicky Burlat	- Harnwell Chemical Corp.

The Pre- bid Conference for the: **Provision of Machinery and Technical and Scientific Equipment for the Operation of DABIOTECH-C2003** was held on October 13, 2020 @ 10:30 A.M. via Video Conferencing. 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 Machinery and Technical and Scientific Equipment for the Operation of DABIOTECH-C2003, October 13, 2020 @10:30A.M., via Video Conferencing.



Pre-bid Conference on the Project RE: Provision of Machinery and Technical and Scientific Equipment for the Operation of DABIOTEC-C2003

- The BAC Chairperson acknowledged the prospective bidders and the BAC Members, Secretariat and TWG 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 **Four Million Two Hundred Twenty Thousand Pesos Only (Php.4,220,000.00)** with a fund source from Trust Receipt Fund (TRF) FY 2020 funded from 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 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);
- 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 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;
- The prospective supplier was then asked for questions. The following are the queries:

Querry	BAC Reply
1. Is the project one lot?	1. An Addendum for the project shall be issued allowing partial bid and per item basis. And that the ABC of the project will then reflect the cost per item.
2. Is the price of bid documents the same considering that it is per item?	2. The cost of Bidding Documents is still the same in the amount of Five (5) Thousand Pesos (Php.5,000.00).

Minutes of Pre-bid Conference RE: Provision of Machinery and Technical and Scientific Equipment for the Operation of DABIOTEC-C2003, October 13, 2020 @10:30A.M., via Video Conferencing.

BIDS AND AWARDS COMMITTEE (BAC)

3. On the official website of the University for the access of PBD?

3. It can be accessed and documents can be downloaded through www.carsu.edu.ph.

- The CSU BAC Chairperson instructed for the end-user to amend/ change the specifications of the items listed in the ABC taking into consideration the concerns and issues raised by the prospective bidders during the deliberation;
- That changes in the specifications of the items listed in the ABC of the project shall be incorporated and will form part in the addendum to be issued
- The BAC Chairperson conveyed on the Opening of Bids that will be on October 26, 2020 @ 01:00 P.M. via online through the same platform.

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 11:08 A.M.

Prepared by:

MASTER GEORGE M. TORTOLA *Head, BAC Secretariat*

Conformed:

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