



Project Reference Number: 7226566
Name of Project: Provision of Multimedia
Audio System for the Operation of the
State of the Art University Library
Location of Project: CSU Campus,
Ampayon, Butuan City

EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT Re:
Provision of Multimedia Audio System for the Operation of the
State of the Art University Library

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
Ma. Corazon L. Tercera
Albine Jalagat

- 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
- Librarian/End-user
- Compac Corporation

The Pre-bid conference for the **Provision of Multimedia Audio System for the Operation of the State of the Art University Library** was held on October 13, 2020 @ 9:00 A.M. via Video Conferencing through Google Meet App. It was called to order by Dr. Armie Leila M. Mordeno, BAC Chairperson and a Prayer by Felix R. Ocarez, Ed. D., BAC Vice Chairperson with the Provisional Agenda:

I. Preliminaries

- A. Call To Order
- B. Adjournment

II. Business Agenda for the Day

Pre-bid Conference on the Project RE: Provision of Multimedia Audio System for the Operation of the State of the Art University Library

- 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 **One Million Four Hundred Fifty**

Minutes of Pre-bid Conference RE: Provision of Multimedia Audio System for the Operation of the State of the Art University Library, October 13, 2020 @9:00A.M., via Video Conferencing.



Thousand Only (Php.1,450,000.00) and fund source from the Internally Generated Fund (IGF) FY 2020 and 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 coverage of the maintenance for the said project is the established warranty period;
- That the identified bidder with the lowest/ single calculated bid should provide the 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);
- The prospective supplier was then asked for questions/ clarifications. The following were the queries raised:

Query	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 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.
2. On the contract duration of 60 calendar days considering the Pandemic?	2. An Addendum for the project shall be issued amending the contract duration from 60 to 90 calendar days .

- The BAC Chairperson reiterated the schedule of the Opening of Bids on October 26, 2020 @9:00A.M. through the same platform;
- The BAC Secretariat also informed that the three (3) previous projects was already awarded in the PhilGEPS and that the Notice to Proceed (NTP) will follow upon the project providers' submission of the Performance Security and Insurance.

III. Adjournment



There having no other topics for discussion, the meeting was adjourned at 09:25 A.M.

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conformed:

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