



BIDS AND AWARDS COMMITTEE (BAC)

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	- 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
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
Ma. Corazon L. Tercera	- Librarian/End-user
Albine Jalagat	- 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.



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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 submission 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



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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