



Project Reference Number: 7227266
Name of Project: Provision of Online Database for the Operation of CSU Library
Location of Project: CSU Campus, Ampayon, Butuan City

EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT **Re: Provision of Online Database for the Operation of CSU 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
Jade F. Tesoro	- C-Logic Corporation
Bon Siguisabal	- IBSCO International, Inc.

The Pre-bid Conference for the Provision of Online Database for the Operation of CSU Library meeting was held on October 13, 2020 @ 9:30 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

Pre-bid Conference on the Project RE: **Provision of Online Database for the Operation of CSU Library**

- The BAC Chairperson acknowledged prospective bidders and the BAC Members and via online.

Minutes of Pre-bid Conference RE: Provision of Online Database for the Operation of CSU Library, October 13, 2020 @9:30A.M., via Video Conferencing.



BIDS AND AWARDS COMMITTEE (BAC)

- The BAC Chairperson read the Invitation To Bid (IB) of the project with an Approved Budget for the Contract (ABC) of **One Million Two Hundred Thousand Only (Php.1,200,000.00)** and fund source from Internally Generated Fund (IGF) FY 2020 and a contract duration of 60 calendar days;
- She reiterated the timeline of activities through virtual activity with the advice to the prospective bidders on the submission of documents online password protected;
- She also reiterated that corrections of the items specified in the ABC during the Pre-procurement Conference with the participation of the end-user and prospective suppliers were already incorporated;
- That Partial bids are accepted for the project;
- 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 BAC Chairperson requested the BAC TWG to notify her as to when the post-qualification will be conducted for the issuance of notice of information to the members of the BAC to be present during the conduct of activity ;
- She further requested for the documentation of the post qualification to form part with the documents to be presented during the Board Meeting as proof of evidence that the Post qualification for the projects were duly conducted;
- The prospective supplier was then asked for questions. The following are the queries:

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 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.



BIDS AND AWARDS COMMITTEE (BAC)

Query	BAC Reply
2. On the bid price in dollar?	2. It could be in dollar provided that the conversion is based on the current exchange rate during the Bid Opening. Provided further that the same is specified in the PBD of the project
3. On the Bid security?	3. Bid Security can be opted from any of the form as provided for in the Invitation to Bid on the Bid Security.
4. On the submission of the hard copy of documents	4. Submission of three (3) hard copies of the documents. It should be bonded, tabbed with certified true copies duly signed every page.

- The BAC Chairperson conveyed on the Opening of Bids that will be on October 26, 2020 @10:00 A.M. via online through the same platform;
- The BAC is being reminded of the GPPB resolution 19-2020, on approving the rules in the conduct of procurement for goods with application of domestic preference covered under RA 11494 or the Bayanihan to Recover as one Act taking into consideration the provisions that the "lowest calculated domestic bid is not more than 15% in excess of the lowest calculated bid";
- The BAC Chairperson instructed the BAC Secretariat to follow-up and coordinate with BAC members, BAC TWG, COA representative, Observers through call/ sms a day before the scheduled date of the activities to remind them of their attendance to the conduct of procurement activities especially in the upcoming schedule of the opening of bids on October 26.

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 09:55 A.M.

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conformed:

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