

BIDS AND AWARDS COMMITTEE (BAC)

Project Reference Number: 7313071
Name of Project: Provision of Technical and Scientific Equipment for R & D Program on ITPS Development Towards Upgrading the Wood-Base Industry
Location of Project: CSU Campus, Ampayon, Butuan City

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT
RE: Provision of Technical and Scientific Equipment for R & D Program
on ITPS Development Towards Upgrading the Wood-Base Industry**

Present were:

Armie Leila M. Mordeno, DPA, CSEE	- BAC Chairperson
Luisiro I. Tabada, Ph. D.	- BAC Member
Engr. Marilou G. Umpad	- BAC Member
Ma. Victoria M. Labisto, CPA	- BAC Member
Atty. Dianah Jee Canumay	- BAC Member
Glen R. Cane	- BAC TWG
Julius L. Ocmen	- BAC TWG
Lilia Z. Boyles, Ph. D.	- BAC TWG (Scientific Equipment)
Master George M. Tortola	- Head, BAC Secretariat
Datche P. Dagooc	- BAC Secretariat
Mark Odtojan	- BAC Secretariat
Angelica G. Dando	- BAC Secretariat Staff
For. Rey Cossid	- End-user
Marilou Lim	- Holiday Trading Corporation

The meeting was held online on December 15, 2020 @ 9:00 A.M. via Google Meet App. It was called to order by Dr. Felix R. Ocarez, BAC Vice Chairperson and with a Prayer by Engr. Marilou G. Umpad, BAC Member with the Provisional Agenda, to wit:

I. Preliminaries

- A. Call To Order
- B. Adjournment

II. Business Agenda for the Day

Pre-bid Conference on the Project RE: **Provision of Technical and Scientific Equipment for R & D Program on ITPS Development Towards Upgrading the Wood-Base Industry.**

- The BAC Chairperson acknowledged the BAC members, BAC TWG, BAC Secretariat and prospective bidder via online.
- The BAC Chairperson read the Invitation To Bid (IB) of the project with an Approved Budget for the Contract (ABC) of Three Million Five Hundred Thousand Pesos Only (**Php.3,500,000.00**) with a fund source from Regular Agency Fund (RAF) 2021 and a contract duration of ninety (90) calendar days.
- She conveyed that the project that partial bids are accepted or allowed.

Minutes of Pre-bid Conference RE: Provision of Technical and Scientific Equipment for R & D Program on ITPS Development Towards Upgrading the Wood-Base Industry, December 15, 2020 @9:00 A.M. via Goggle Meet App.

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- He reiterated that all activities relative to the conduct of the bidding process shall be governed by the pertinent provisions of the IRR of RA No. 9184 which will be conducted online and the availability of the bid documents upon payment of bank deposit through DBP in the account of Caraga State University Account No. 0805-019713-030 the non-refundable amount of five thousand pesos (P5,000.00) This will be the basis on the opening of the submitted bid upon validation at the Cashiers Office.
- He conveyed and pursuant to GPPB Res. No. 09-2020 on the electronic submission of bid in which specifies:
 - use of the two-factor security procedure of an archive format and password protection to ensure the security, integrity and confidentiality of the bid documents submitted.
 - allows access to bidding documents on the actual date and time opening of bids via Goggle Meet App.
 - duly accomplished password protected compressed documents shall be sent to csu.bacsecretariat@carsu.edu.ph
- She also added that documents can be submitted both electronic and soft copy of the bid documents.
- She also relayed the information that only the declared Lowest Calculated Bid (LCB) will be required to submit a hard copy consisting of (1) original copy and (2) duplicate copies duly signed and sealed. and to give emphasis on the complete staff work on the preparation of bidding documents to fast track the process of the opening of bid with every page duly signed. Bidders should properly marked, tabbed, arranged, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of Requirements in the PBD. The same should be bounded (spiral or paper fastener). The Post-qualification will be conducted in virtual presentation together with the BAC members and TWG.
- She also conveyed on the additional requirement is the list of person to be contacted, contact number and email address on the previous projects that form an integral part of the bid documents.
- The prospective bidder/contractor was then asked for questions or clarifications on the specifications. The following are the queries:

Query	BAC Reply
1. Could it be possible to change from 90 to 120 calendar days on the contract duration?	1. The BAC replied 120 calendar days due to the current situation and to issue a Supplemental Bid Bulletin.
2. On Item No.1 specification on CO2 laser type, could it okay if it is CO2 CNC laser machine?	2. It is okay.
3. CO2 laser tube is okay or 80 W and gross power is 1000W?	3. It is okay
4. On the graphic format?	4. It should be readable with the usual computer - bmp and png
5. Single phase or three phase?	5. Standard Philippine voltage rating will do.
6. On the distributorship of laser engraving machine?	6. It is preferable if it would be a distributor.

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7. On the accessories would be complete?	7. Yes, it is complete.
8. On mill capacity in Item No. 2?	8. It is greater than or equal.
9. On log length 3.35. meters?	9. 3.33. meters will do.
10. On the pushbar sawhead?	10. The same reverse or forward.
11. On hand cranked sawhead – up or down could be head up/ down hand cranked?	11. It is the same.
12. Is optional items are included?	12. It is required and included in the item.

- An issue was raised by the end-user regarding on the partial bids procurement if it could be made into one lot (CNC Laser Machine and Portable Sawmill) while the other items will be line/per item considering that the sum of all items is lower than the appropriation of the procurement. The prospective bidder was then asked if it could provide the thirteen items with the manifestation on the compliance of the thirteen items.
- For Cossid suggested to remove the optional items except on the box of blades.
- The BAC Chairperson reminded the prospective bidder on the complete staff work on the bid documents submitted and the virtual Opening of Bid on December 28, 2020.

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 10:30 A.M.

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conformed:

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