



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

**BIDS AND AWARDS COMMITTEE (BAC)**

Phone: 09171505199

(+6385) 341-2296

URL: <http://www.carsu.edu.ph>

Email: [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)



**Bid ID: 10368**

**Name of Project: Provision of Cool**

**Ventilation for the**

**Construction/Completion 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 Cool Ventilation for the Construction/Completion  
of the State-of-the Art University Library**

Armie Leila M. Mordeno, DPA, CSEE	- BAC Chairperson
Dr. Felix R. Ocarez	- BAC Vice-Chairperson
Engr. Marilou G. Umpad	- BAC Member
Ma. Victoria M. Labisto, CPA	- BAC Member (Google Meet App)
Atty. Dianah Jee U. Saspa	- BAC Member
Glen R. Cane	- BAC TWG
Julius L. Ocmen	- BAC TWG (Google Meet App)
Sharon Reyes	- BAC TWG (ICT)
Christian Perez	- BAC TWG (ICT)
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
Michelle V. Japitana, Ph. D.	- OPD Director
Arch Magicael B. Cloribel	- OPD Architect
Mary Brigitte Tanjay	- Internal COA (Google Meet App)
Eda Jamolod	- Internal COA (Google Meet App)
Mercy Reyes	- Librarian/End-user
Ma. Corazon L. Tercera	- Librarian/End-user
Agapito J. Odlime	- Deokma Eight Trading, Inc.
Larry Ores Kevin Eda	- Metro Coolaire Traing Corp

The Pre-bid Conference for the **Provision of Cool Ventilation for the Construction/Completion of the State-of-the Art University Library** was held on September 11, 2020 @ 11:05 A.M. at the Organic Agriculture Training Center Building. 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

*Minutes of Pre-bid Conference RE: Provision of Cool Ventilation for the Construction/Completion of the State-of-the Art University Library, September 11, 2020 @10:00A.M., Organic Agriculture Training Center Building.*



## II. Business Agenda for the Day

### Pre-bid Conference on the Project RE: **Provision of Cool Ventilation for the Construction/Completion of the State-of-the Art University Library**

- The BAC Secretariat acknowledged and introduced the BAC Members and the prospective bidder present during the conference (in the venue and 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 **Six Million Fifty-five Pesos Only (P6, 055,000.00)** with fund source from Regular Agency Fund (RAF) FY 2020 and contract duration of 60 calendar days and bid amount of **Ten Thousand pesos (P10,000.00)**.
- She reiterated the timeline of procurement activities in anticipation of the Administrative Council, Fiscal -UDPRC, and Board of Regents (BOR) Meetings and proceeded in the reading of the minutes of the Pre-procurement giving emphasis among others the online conduct of meetings through applications for video/online meetings/teleconferencing as manifested in the certificate issued by the Management Information System Director and the provision on Section V - *Special Conditions of the Contract* of the PBD allowing partial payment/ progress billing provided that the work schedule where list of items to be delivered first or particular activities to be delivered by the winning bidder/ supplier with corresponding timelines be incorporated in the PBD as basis for the same;
- She further requested the prospective bidders to give emphasis on the completed staff work on the preparation of bidding documents to fast track the process of evaluation of the same during the opening of bids. Bidders should bind the documents and properly mark, tab, and arrange the same with corresponding Table of Contents as indicated in the Checklist of requirements in the respective folders;
- She also reiterated the two-envelope scheme (Technical/Legal and Financial) consisting of (1) original copy and (2) duplicate certified true copies from the original which are duly signed and sealed;
- She further emphasized on the strict implementation of the University in all its public bidding activities on the proper sealing and marking of the envelopes in compliance with the rules and regulations of RA 9184;
- She relayed that all envelopes including the outer envelope containing the two envelopes for the Technical/Legal and Financial should all be properly **"SEALED & SIGNED"** ;
- She also relayed that with the current situation due to the Covid-19 pandemic, online submission of bids is allowed provided that the same adheres to the provisions of GPPB Res. No. 09-2020 on the use of a two-factor security procedure ensuring that the same is password protected as stated in the ITB Clause No.7 of the same project;
- The representative from Deokma Eight Trading who is present at the venue was reminded of all the nitty-gritty of the process involved in the public bidding which include among others securing the site inspection certificate;



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- The following are the query/ies raised during the deliberation:

Query	BAC Reply
1. On the inclusion of excess pipes in the installation of air-conditioning units?	1. That the excess pipes are included in the specifications "free copper tubing" with maximum length included.

### III. Adjournment

There having no other topics for discussion, the Pre-bid Conference for the above-mentioned project was adjourned at 11:20 A.M.

Prepared by:

**MASTER GEORGE M. TORTOLA**  
*Head, BAC Secretariat*

Conforme:

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

*Minutes of Pre-bid Conference RE: Provision of Cool Ventilation for the Construction/Completion of the State-of-the Art University Library, September 11, 2020 @10:00A.M., Organic Agriculture Training Center Building.*