



**BID ID: 26405**

**Name of Project: Provision of Furniture & Fixtures 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 Furnitures and Fixtures for the Construction/Completion  
of the State-of-the Art University Library**

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- BAC Chairperson  
- BAC Vice-Chairperson  
- BAC Member  
- BAC Member (Google Meet App)  
- BAC Member  
- BAC TWG  
- BAC TWG (Google Meet App)  
- BAC TWG (ICT)  
- BAC TWG (ICT)  
- Head, BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- OPD Director  
- OPD Architect  
- Internal COA (Google Meet App)  
- Internal COA (Google Meet App)  
- Librarian/End-user  
- Librarian/End-user  
- Compac Corporation(Google Meet App)  
- Compac Corporation (Google Meet App)  
- Compac Corporation(Google Meet App)  
- Web IT Solutions (Google Meet App)  
- Web IT Solution (Google Meet App)

The Pre-bid Conference for the Provision of Furniture and Fixtures for the Construction/Completion of the State-of-the Art University Library was held on September 11, 2020 @ 9:57 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 Furniture and Fixtures for the Construction/Completion of the State-of-the Art University Library, September 11, 2020 @9:30A.M., Organic Agriculture Training Center Building.*



## II. Business Agenda for the Day

### Pre-bid Conference on the Project RE: **Provision of Furnitures and Fixtures 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 **Forty-three Million Four Hundred Forty-one Thousand Four Hundred Eighty-five Pesos and 64/xxx (₱ 441,485.64)** with fund source from Regular Agency Fund (RAF) and contract duration of 150 calendar days and bid amount of **Twenty Five Thousand Pesos (₱25,000.00)**;
- 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 prepared by the OPD 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 OPD Director also suggested the following to include in the specifications of the project;
  - That the prospective provider should have completed and similar projects on furniture and fixtures particularly for library;
  - That the supplier should preferably have an in-depth knowledge in library accreditation and has a certification from the former clients on the acceptance of furnitures and fixtures for the library in a university;
  - She further requested the BAC to allow the OPD on the submission of revised work schedule to be attached in the PBD of the project;
- Dr.Ocarez relayed that the term accreditation does not apply in RA 9184 and should not be part of the requirement/ basis;
- That one of the attachments for the similar completed project to be submitted by the bidder should include a certificate of acceptance from the agency itself and that the BAC-TWG will conduct post-qualification to validate the same;
- The Librarian, who is the end-user of the project also agreed to the suggestion raised that the provider should have completed project on furniture and fixtures for a library in the academic type/ setting;
- She further raised that the nature of the academic type is different from that of the corporate;
- The following were the queries raised during the deliberation:

Query	BAC Reply
1. Can the Opening of Bids be extended?	1. The timeline of activities and schedules have already been set and finalized in accordance with the revised IRR of RA 9184 on recommended possible time and maximum period allowed in setting procurement timelines and with respect to the schedule of the 3 <sup>rd</sup> Quarter BOR Meeting on October 09, 2020 considering that the Board is the HOPE of the Agency. The results of the bidding process will be presented before the BOR for approval. Also, the rescheduling of the opening of bids will also have an impact on the University's Budget Utilization Performance of its Regular Agency Fund (RAF) FY 2020, thus the Opening of Bids could not be extended.
2. On the additional specification for the project?	2. That the provider must have completed similar fit-out projects on the provision of furniture and fixtures specifically for a university library



Query	BAC Reply
<p>3. On the contract duration of 150 calendar days which not enough considering the items are customized?</p> <p>4. On the Single Largest Completed Contract (SLCC) which involve library projects only?</p>	<p>3. The BAC was in consensus to amend the contract duration from 150 to 210 calendar days.</p> <p>4. As specified in RA 9184 that 50% of the ABC should be the SLCC similar to the project, the University cannot negotiate with the same.</p>

- The BAC also took note on the recommendation of the Procurement Officer to amend partial payment to “Progress Billing”;
- That with the changes in the contract duration for the said project, the University should prepare justification with respect to its implication to the budget utilization performance of the University’s RAF FY 2020;

### III. Adjournment

There having no other topics for discussion, the Pre-bid Conference for the above-mentioned project was adjourned at 11:04 A.M.

Prepared by:

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

Conforme:

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