



**Bid ID: 26306**

**Name of Project: Provision of ICT Equipment 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 ICT Equipment for the Construction/Completion of the State-of-the Art University Library**

Present were:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 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                |
| Chiam Canada                      | - Web IT Solution (Google Meet App) |

The Pre-bid Conference for the identified four (4) projects held on September 11, 2020 at the Organic Agriculture Training Center Building, CSU Ampayon Campus and through the Google meet app was called to order by Dr. Armie Leila M. Mordeno, BAC Chairperson at 9:00 A.M. It started with a prayer led by Atty. Dianah Jee U Saspa-Canumay, BAC Member.

The first Pre-bid Conference conducted was for the project: **Provision of ICT Equipment for the Construction/Completion of the State-of-the Art University Library** with the provisional agenda as follows:

*Minutes of Pre-bid Conference RE: Provision of ICT Equipment for the Construction/Completion of the State-of-the Art University Library, September 11, 2020 @9:00A.M., Organic Agriculture Training Center Building.*



## I. Preliminaries

- A. Call To Order
- B. Adjournment

## II. Business Agenda for the Day

### Pre-bid Conference on the Project RE: **Provision of ICT Equipment 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 Eight Hundred Forty-nine Thousand Thirty-six Pesos and 26/xxx (P6, 849,036.26)** with fund source from the Regular Agency Fund (RAF) FY 2020 and a contract duration of 60 calendar days and bid amount of **Ten Thousand Pesos (P-10,000.00)**;
- 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;
- 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 following were the queries raised during the deliberation:

Queries	BAC Reply
<ol style="list-style-type: none"> <li>On the quantity of item no. 1 (LED TV) in the ABC: 12 or 16?</li> <li>On the number of days in the contract duration?</li> <li>On the led wall installation, safety of the equipment to be delivered and the dependency of their delivery to the completion of the interior of the building/ furniture and fixtures' architectural works?</li> <li>On the Framework Agreement?</li> </ol>	<ol style="list-style-type: none"> <li>Supplemental Bid Bulletin will be issued to correct the number to 16 units.</li> <li>An amendment for the contract duration shall be issued to correct the same from 60 to 120 calendar days.</li> <li>The following are the replies raised during the deliberation: <ul style="list-style-type: none"> <li>That the installation is dependent on the completion of the Audio Visual Room;</li> <li>That the structure of the building shall be completed on or before February and the University will secure the safety of the delivered equipment for the Library as the University is accountable for the implementation for the same;</li> <li>That there should be close coordination between the provider for this project and the provider for the furniture and fixtures project.</li> </ul> </li> <li>Since the Simplified PBD has not yet been published in the Official Gazette, the PBD 5<sup>th</sup> Edition will be used.</li> </ol>

### III. Adjournment

There having no other topics for discussion, the Pre-bid Conference for the above-mentioned project was adjourned at 9:56 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 ICT Equipment for the Construction/Completion of the State-of-the Art University Library, September 11, 2020 @9:00A.M., Organic Agriculture Training Center Building.*