



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

Competence Service Uprightness

BIDS AND AWARDS COMMITTEE (BAC)



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Acc. No.: M2700903PM

Certificate No.: AJA17.1018

ISO Certified University

Project Reference Number: 6282322

Name of Project: Consulting Services for the Selection of Implementing Partner for Technopreneurship Hub Project in Caraga State University

Location of Project: CSU Campus, Ampayon, Butuan City

**EXCERPTS FROM THE MINUTES OF THE PRE-BID CONFERENCE ON THE
PROJECT Re: Consulting Services for the Selection of Implementing Partner for
Technopreneurship Hub Project in Caraga State University**

Present were:

- | | |
|---------------------------|-----------------------------|
| Luisito I. Tabada, Ph. D. | - BAC Alternate Chairperson |
| Ma. Victoria M. Labisto | - BAC Member |
| Engr. Marilou G. Umpad | - BAC Member |
| Atty. Dianah Jee U. Saspa | - BAC Member |
| Carl Mars Glenn R. Cane | - BAC TWG |
| Julius L. Ocmen | - BAC TWG |
| Engr. Jeffrey T. Dellosa | - BAC TWG |
| Master George M. Tortola | - Head, BAC Secretariat |
| Leo C. Deluvio | - BAC Secretariat |
| Datche P. Dagooc | - BAC Secretariat |
| Mark Ian L. Odtojan | - BAC Secretariat Staff |
| Angelica G. Dando | - BAC Secretariat Staff |

The meeting was held on July 29, 2019 @ 2:00 P.M. at the OP Conference Room, New CSU Admin Building. It was called to order by Dr. Luisito I. Tabada, BAC Alternate Chairperson and a Prayer 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: Consulting Services for the Selection of
Implementing Partner for Technopreneurship Hub Project in Caraga State University**

- The BAC Alternate Chairperson read the Provisional Agenda of the Conference and was moved by Atty. Diana Jee Saspa for its approval and adoption. It was duly seconded by Engr. Jeffrey T. Dellosa;

Minutes of Pre-bid Conference RE: Consulting Services for the Selection of Implementing Partner for Technopreneurship Hub Project in Caraga State University, July 29, 2019 @2:00P.M., CSU OP Conference Room.



- Dr. Tabada reiterated the significance of the Pre-bid Conference and enumerated the important persons should be present during the Conference which include among others, the members of the BAC, Observers, and the persons who formulated the Terms of Reference for the project and the prospective bidder/consultant;
- He proceeded to the discussion on how to evaluate the Technical Proposal using the Quality Cost Based Evaluation (QCBE) procedure having 80% for the Technical Proposal and 20% for the Financial Proposal;
- He further added that the bidder/consultant is not required to be present during the Pre-Bid Conference, Opening of Bids and Bid Evaluation;
- The BAC, upon deliberation, directed the BAC Secretariat to make amendments in the criteria for evaluation, particularly on the provisions stated in A.1. and revise it to *"accumulated staff and board member also with combined experience"*;
- He also added that the evaluators during the Opening of Bids will compose five members (5) which will include members of the BAC and the end-user: Dr. LITabada, Engr. MGUmpad, Atty. DJUSaspa, Ms. MVMLabisto and Engr. JTDellosa using an Individual Scoring during the evaluation;
- He reminded the BAC Secretariat to ensure that the minutes of the meeting should be readily available in three (3) calendar days after the Pre-bid Conference;
- He also further advised that request for clarification from the bidder/ consultant should be put in writing and should be submitted to the BAC at least 10 calendar days and be answered at least ten (10) calendar days before the deadline for the submission and receipt of bids;
- Engr. Dellosa, the End-user, relayed his concern on the date of the Submission and Receipt of Bids/ Bids Opening on August 12, 2019 which might fall on a Muslim holiday in observance of Eid-Al-Adha resulting to the amendments of the timeline as follows:

Changes/ Amendments of the Timeline	
FROM	TO
Submission & Receipt of Bids/ Bids Opening: Aug. 12, 2019 @ 2:00PM	Aug. 13, 2019 @ 2:00PM
Bid Evaluation: Aug. 13-16, 2019	Aug. 14-16, 2019

- He further instructed the BAC Secretariat to make a Supplemental Bid Bulletin for the amendments made during the Pre-bid conference to be posted in the University Website, in conspicuous places and PhilGEPS; and
- He also informed the BAC that during the Post-qualification Stage for the same project, one (1) BAC and one (1) BAC TWG will conduct the evaluation;



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III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 2:33 P.M.

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conforme:

LUISITO I. TABADA, Ph. D.
BAC Alternate Chairperson