



**BID ID: 80966**

**Name of Project: Establishment of Gents Dormitory**

**Location of Project:** CSU Campus,  
Ampayon, Butuan City

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
Establishment of Gents Dormitory**

Present were:

Dr. Armie Liela M. Mordeno	- BAC Chairperson
Dr. Felix R. Ocarez	- BAC Vice Chairperson
Dr. Luisito I. Tabada	- BAC Member
Atty Dianah Jee U. Saspa- Canumay	- BAC Member
Engr. Marilou G. Umpad	- BAC Member
Ma. Victoria M. Labisto, CPA	- BAC Member
Karl Mars Glen R. Cane	- BAC TWG
Julius R. Ocmen	- BAC TWG
Engr. Lorie Cris Asube	- BAC TWG
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. Magichael Cloribel	- OPD Architect
Engr. Charle Magne Cillo	- OPD Electrical Engineer
Arlim Abejay	- Reyrose Construction
Jocelyn Daniel	- Poliran Builders
Lyra Bughao	- Giovanni Construction
Ariel Ocampos	- BN Construction & Supply

The pre-bid conference for the Establishment of Gents Dormitory project was held on November 13, 2020 @ 11:30 A.M via Video Conferencing through Google Meet App. 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
- II. Business Agenda for the Day
- III. Adjournment

**Business for the Day**

Pre-bid Conference on the Project RE: **Establishment of Gents Dormitory**



## BIDS AND AWARDS COMMITTEE (BAC)

- The BAC Secretariat introduced the BAC Members and acknowledged prospective bidders present 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 **Sixty-two Million Seven Hundred Thousand Twenty-five Pesos Only (P62, 725,000.00)** with fund source from the Regular Agency Fund (RAF) FY 2021 and contract duration of Three Hundred (300) calendar days;
- She conveyed that same is part of the early procurement activities being undertaken by the University;
- She also conveyed that the CSU BAC adhere to the provisions of RA # 9184 on the Single Largest Completed Contract (SLCC), Performance and Bid Security.
- The Chairperson relayed to the members of the BAC, the Secretariat and its Technical Working Group (TWG) the schedule of activities to be undertaken for the said project;
- She also requested the prospective bidders to take note on the timeline of activities and the availability of the bid documents;
- She also conveyed on the possible changes for the timeline of the award of contract which would depend on the schedule of the BOR Emergency Meeting called for the purpose of the presentation of the conducted public bidding for the different projects of the University;
- She added that the bid documents can be downloaded through the CSU and PhilGEPS websites and that the same amounts Fifty Thousand Pesos (P50,000.00) non-refundable;
- That CSU adheres 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](mailto:csu.bacsecretariat@carsu.edu.ph)
- She also added that the payment of the bid documents shall be made on a bank deposit through DBP in the account of Caraga State University Account No. 0805-019713-030. She instructed that the bidders should take a photo of the bank validated deposit slip to be emailed to the BAC Secretariat for confirmation/validation of the same by the University Cashier that payment has already been credited to CSU's bank account and eventually the basis of the opening of the bid document submitted;
- She then relayed the information to prospective bidders that only the declared Lowest Calculated Bid (LCB)/ Single Calculated Bid (SCB) will be required to submit a hard copy of the documents submitted online consisting of (1) original copy and (2) duplicate copies for submission to the COA, BOR and filing/ safe keeping. She also instructed to give emphasis on the complete staff work on the preparation of the said bidding documents with every page duly signed. Bidders should properly marked, tabbed, arranged the same 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 to the bidders that the Site Inspection Certificate shall be required and the same will form part of the bidding documents to be checked during the Opening of Bids;



**BIDS AND AWARDS COMMITTEE (BAC)**

- That schedule for the conduct of site inspection should be coordinated with the OPD and the BAC Secretariat;
- She also reiterated that Supplemental Bid Bulletin will be issued to address the agreements made during the pre-bid conference for the other projects and that the same will be applied to all the fourteen (14) projects of the University;
- That considering that the POW and ABC of the project is the same with that of the Gents Dormitory project, provisions of their supplemental bid bulletin will also be the same
- The prospective bidders/contractors were then asked for questions. The following were the query/ies:

Query	BAC Reply
1. In case of joint venture, who will sign the Bid Securing Declaration and the Omnibus Sworn Statement?	1. The following are the information relayed: <ul style="list-style-type: none"><li>- That in case of Joint Venture, a special Philippine Contractors Accreditation Board (PCAB) license for the particular project is required;</li><li>- That in JV a managing officer may be authorized to sign the mentioned documents</li><li>- That both parties should submit all the legal documents as require per RA 9184</li></ul>

- It was reiterated that submission of bids in hardcopy are allowed and that corresponding Supplemental Bid Bulletin will be issued for the same;
- That in case during the online opening of bids there are missing files/ documents of which the bidder would attest that the same could be found in their hard copy, opening of the hard copy of the bids will be considered by the BAC;
- The prospective bidders were informed that all hardcopies of their document MUST also go through the disinfecting tent of the University

**IV. Adjournment**

There having no other topics for discussion, the meeting was adjourned at 11:45 A.M.

Prepared by:

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

Conforme:

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