



BID ID: 80928

Name of Project: Completion of College Engineering and Information Technology (CEIT) Complex Annex Building

Location of Project: CSU Campus, Ampayon, Butuan City

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:
Completion of College Engineering and Information Technology (CEIT)
Complex Annex Building**

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
Mary Brigitte Tanjay	- Internal COA
Engr. Meriam Santillan	- Dean, CEGS/End-user
Arlim Abejay	- Reyrose Construction
Arsenio Lorete	- STEF Construction
Ruben Ignacio	- Rowies Construction
Lyra Bughao/Reneboy Castillon	- Giovanni Construction
Ariel Ocampos	- BN Builders Construction & Supply

The pre-bid conference for the Completion of College Engineering and Information Technology (CEIT) Complex Annex Building was held on November 13, 2020 @ 10:15 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
- II. Business for the Day**

Pre-bid Conference on the Project RE: Completion of College Engineering and Information Technology (CEIT) Complex Annex Building

Minutes of Pre-bid Conference RE: Completion of College Engineering and Information Technology (CEIT) Complex Annex Building, November 13, 2020 @ 10:00A.M. via Goggle Meet App.



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-six Million Seven Hundred Twelve Thousand One Hundred Ninety Pesos and 89/xxx Centavos Only (P66,712,190.89)** 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 to 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
- 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 the agreement that bidders are allowed and encouraged to submit hard copy in anticipation that there will be hitches during the conduct of virtual Opening of Bids and for the security in the part of the bidders;
- That the said provision shall be applied to all the fourteen projects and that supplemental bid bulletin for all projects to address the said amendment shall be issued;
- Arch. Cloribel clarified the information that the original design was a three (3) storey building but due to budgetary constraints the final design of the building has two (2) storeys only. That the same has minor revisions to include items that were not considered which will be part a Variation Order;
- Engr. Umpad conveyed that she will provide the BAC Secretariat copy of the Matrix on the Allowable Ranges of Contract Cost (ARCC) as guide in the issuance of bid documents.
- The prospective bidders/contractors were then asked for questions. The following were the query/ies:

Query	BAC Reply
1. On the paint works?	1. It is not included. The paint works will be discussed later.
2. Is there a change on the three hundred (300) calendar days contract duration?	2. The three hundred (300) calendar days is already the maximum contract duration of the project.
3. On the details of the lump sum item?	3. The details of the lump sum items will be provided and will be forwarded to the BAC Secretariat
4. With respect to the contract duration of 300 calendar days for all the infrastructure projects presented, the amount of the ABC of the project differs. The same has an effect in the breakdown of man power and equipment which will form part of the document required in the bidding process.	4. That the contract duration of 300 calendar days was established so to avoid extension.

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 10:35 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: Completion of College Engineering and Information Technology (CEIT) Complex Annex Building, November 13, 2020 @10:00A.M. via Goggle Meet App.