



**BID ID: 80946**

**Name of Project: Construction of University Gymnasium and Cultural Center**

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

## **EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE: Construction of University Gymnasium and Cultural Center**

Present were:

Dr. Armie Liela M. Mordeno  
Dr. Felix R. Ocarez  
Dr. Luisito I. Tabada  
Atty Dianah Jee U. Saspa- Canumay  
Engr. Marilou G. Umpad  
Ma. Victoria M. Labisto, CPA  
Karl Mars Glen R. Cane  
Julius R. Ocmen  
Engr. Lorie Cris Asube  
Master George M. Tortola  
Datche P. Dagooc  
Mark Otojan  
Leo C. Deluvio  
John Paul C. Reponte  
Angelica G. Dando  
Michelle V. Japitana, Ph. D.  
Arch. Magichael Cloribel  
Engr. Charle Magne Cillo  
Lyra Bughao  
Ariel Ocampos

- BAC Chairperson  
- BAC Vice Chairperson  
- BAC Member  
- BAC TWG  
- BAC TWG  
- BAC TWG  
- Head, BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- OPD Director  
- OPD Architect  
- OPD Electrical Engineer  
- Giovanni Construction  
- BN Construction & Supply

The pre-bid conference for the Construction of University Gymnasium and Cultural Center project was held on November 13, 2020 @ 10:38 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: Construction of University Gymnasium and Cultural Center**

- 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 **Ninety-six Million Five Hundred Thousand Pesos Only (₱96,500,000.00)** 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 to Fifty Thousand Pesos (₱50,000.00) 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;
- 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;
- She also instructed the BAC Secretariat to make a Supplemental Bid Bulletin expressing that for the eligibility documents required specifically the Statement of all its on-going government and private contracts, including contracts awarded but not yet started and the SLCC, the same should attach a document presenting/reflecting the details/ data of name of the contact person, contact numbers, contact person and email address of each contract listed;
- That the same provision shall also be applied to all the fourteen projects
- Arch. Gumban relayed the information:
  - That it is a continuation of Phase 1 which had only covered the post, perimeter fence and main roof;
  - That for Phase 2, the project will cover the bleachers, main floor, the front façade of the gymnasium, offices and portion of glass walls.
  - That the said phase will also cover the Fire Sprinkler System and the Fire Detection and Alarm System;
  - That the project will not be fully completed with Phase 2 and that the project will have Phase 3;
  - That centralized air-conditioning system, fixtures for bleachers, mechanically operated benches are excluded in Phase 2 and will be considered in the Phase 3 of the project;
- For the OPD to provide the PDF files and copies of the blueprint/ plans of the projects to the prospective bidder/contractor for reference and guidance;
- The prospective bidders/contractors were then asked for questions. The following were the query/ies:

Querry	BAC Reply
1. For the list of equipment to be used, is it really necessary to have both the Total Station and Automatic Level?	1. The following were the information relayed during the deliberation: <ul style="list-style-type: none"><li>- Both instrument is needed to determine the level and elevation but they won't be needed during the whole duration of the construction.</li><li>- That the Total Station can already serve the purpose of both instruments;</li><li>- To remove the Automatic Level in the list of Equipment to be used in all the infrastructure projects;</li><li>- That provision to address the same will be included in the Supplemental Bid Bulletin to be issued</li></ul>



### III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 11:10 A.M.

Prepared by:

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

Conforme:

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