



**BID ID: 80938**

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

**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 Building B**

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
Lyra Bughao	- Giovanni Construction
Ariel Ocampos	- BN Construction & Supply

The pre-bid conference for the Completion of College Engineering and Information Technology (CEIT) Complex Building B project was held on November 13, 2020 @ 9:40 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. Pre-bid Conference on the Project RE: **Completion of College Engineering and Information Technology (CEIT) Complex Building B****

- 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 **One Hundred Two Million One Hundred Twenty-five Thousand Pesos Only (P102,125,000.00)** with fund source from Regular Agency Fund (RAF) FY 2021 and a 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](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;



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- 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;
- Arch. Gumban relayed that the Contract consisted of three parts – (1) Main Building; (2) Land Development of the two building and (3) Canopy Structure for the solar panel;
- Engr. Umpad also added the information considering the amount of the ABC of the project the PCAB License should be Category A with a size range Medium B based on Table below:

Third Stage of Adjustment on Allowable Ranges of Contract Costs (ARCC) and Single Largest Project (SLP) Completed / Track Record Requirements (Board Resolution No. 201, series of 2017)			
Size Range	License Category	Single Largest Project (P)	Allowable Ranges of Contract Costs (P)
Large B	AAAA and AAA	Above 225 Million	< or above 450 Million
Large A	AA	Above 150 Million up to 225 Million	Up to 450 Million
Medium B	A	Above 75 Million up to 150 Million	Up to 300 Million
Medium A	B	Above 15 Million up to 75 Million	Up to 150 Million
Small B	C & D	≤ 15 Million	Up to 30 Million
Small A	Trade/E	Up to 1 Million	Up to 1 Million

Note: Par. 3 of Sec. 23.11.2 of the IRR of RA 9184 allows Small A and Small B contractors without similar experience to bid only for contracts not more than fifty percent (50%) of the allowable range of contract cost of their respective size range(s).

- That matrix shall be provided to the BAC Secretariat for guidance on bidders who will purchase the bid docs;
- The BAC Chairperson instructed the BAC Secretariat to establish and stipulate in the PBD the Allowable Ranges of Contract Cost (ARCC) in the succeeding projects;
- The prospective bidders/contractors were then asked for questions. The following are the queries:

Query	BAC Reply
1. On the submission of hard copy?	<p>1. The following were the information relayed by the BAC:</p> <ul style="list-style-type: none"> <li>• 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, bidders are allowed and encouraged to submit hard copy;</li> <li>• As practiced and strictly implemented by the University per RA 9184 rulings, the hard copy should be duly signed and sealed. That the same should also comply with CSW, duly bounded, properly marked and tabbed with every page duly signed;</li> <li>• That a Supplemental Bid Bulletin will be issued to address the same</li> </ul>



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Query	BAC Reply
2. Is the submission of bid documents required the same day or day before?	2. The bid documents could be submitted a day before or any day preferable prior to the schedule of the opening of bids. Hardcopy should be "duly signed and sealed" and e-copy/ Online submission should be password-protected by which password shall be provided during the schedule and time of the opening of the same

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 10:13 A.M.

Prepared by:

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

Conforme:

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