



**BID ID: 80766**

**Name of Project: Provision of Electrical Equipment and Installation of Electrical Wirings and Devices for the Construction/Completion of the State of the Art University Library**

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

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
Provision of Electrical Equipment and Installation of Electrical Wirings  
and Devices for the Construction/Completion of the State of the  
Art University Library**

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
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
Engr. Charle Magne Cillo	- OPD Electrical Engineer
Mary Brigitte Tanjay	- Internal COA
Engr. Arnel Alipao	- GS Electrical Engineer
Genell Omboy	- KVAR Elctrical Services
Norman Enopia	- Compac Corporation
Rosauro Morales	- Joan Construction
Arsenio Lorete	- STEF Construction
Albine Jalagat	- Compac Corporation
Ariel Ocampos	- BN Construction & Supply

The Pre-bid conference for the eight (8) projects of the University was held on November 13, 2020 @ 8:30 A.M via Video Conferencing through Google Meet App. It was called to order by Dr. Armie Leila M. Mordeno, BAC Chairperson and a Prayer by Dr. Felix R. Ocarez, BAC Vice Chairperson with the Provisional Agenda as follows:

**I. Preliminaries**



**BIDS AND AWARDS COMMITTEE (BAC)**

- 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: Provision of Electrical Equipment and Installation of Electrical Wirings and Devices for the Construction/Completion of the State of the Art University Library**

- 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 **Ten Million Seven Hundred Thirty-one Thousand Eight Hundred Thirty-one Pesos and 02/xxx (P10, 731,831.02)** with fund source from Regular Agency Fund (RAF) and a contract duration of ninety (90) calendar days;
- She conveyed that the project form part or component of the capital outlay allocated for the completion of the library under RAF FY 2020;
- She also conveyed that the CSU BAC adheres 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 Twenty-five Thousand Pesos (P25,000.00) 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;



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- Engr. Cillo informed and reminded the bidders that there are two powerhouses for the building (East & West wing);
- 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 then invited the prospective bidders clarifications and concerns especially on contract duration of 90 calendars days if it is sufficient enough and the specifications of the projects which allows partial bids: Item No. 1 in the amount of ₱6, 542,331.02 and Item No. 2 ₱4, 189,500.00;
- The prospective bidders/contractors present were then asked for questions. The following are the queries:

Query	BAC Reply
1. On Item No. 2 which composed of six (6) transformers and one (1) generator set is there a need for additional concrete poles or primary hardware?	1. The concrete poles are currently available. The specifications in the ABC already includes the freight, installation of wiring cables from genset to ATS. The transformers are included to the contractor and banking going the power house.
2. On the site inspection certificate?	2. All bidders shall be required to present a Site Inspection Certificate issued by the Office of Planning and Development (OPD) of the University. The BAC Chairperson informed that all bidder on schedule for Site Inspection must be coordinate with the OPD and the BAC Secretariat
3. On the contractor's accreditation requirement in transformer installation?	3. Engr Cillo replied that during testing/ installation ANECO should be notified informing that an attachment is added in the system. It was corroborated by Engr Alipao that ANECO has nothing to do with the project, hence, accreditation from them is not required. However, during the energization, the conduct of the same should be coordinated with ANECO
	4. Engr Alipao replied that there is a need for the total required load in the plan and as for the moment the existing transformer is still



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4. Are the current transformers still capable considering the total load of the project?	capable. However, with the on-going construction projects of the University it is imperative to review all plans for the total load requirement in the University
5. Is the one (1) month energy deposit with the ANECO is included in the ABC of the project?	5. A one (1) month energy deposit is required and that the same was not included in the ABC of the project. The BAC Chairperson relayed that the University will be the one who will take care of it. Engr Umpad conveyed that Mr. Lacre will be tasked to transact with ANECO for the computation of the same.

Query	BAC Reply
6. On the contract duration of 90 calendar days?	6. The contract duration will be changed from 90 to 120 calendar days and a Supplemental Bid Bulletin will be issued to amend the same.

**IV. Adjournment**

There having no other topics for discussion, the meeting was adjourned at 09:11 A.M.

Prepared by:

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

Conforme:

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