



BID ID: 80789

Name of Project: Provision and Installation of Electrical Wirings and Panelboards for the Construction/Completion of CAS Building

Location of Project: CSU Campus, Ampayon, Butuan City

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:
Provision and Installation of Electrical Wirings and Panelboards for the
Construction/Completion of CAS 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
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
Dr. Michelle V. Japitana	- OPD Director
Engr. Charle Magne Cillo	- OPD Electrical Engineer
Mary Brigitte Tanjay	- Internal COA
Engr. Arnel Alipao	- CSU-GS Electrical Engineer
Genell Omboy	- KVAR Elctrical Services
Norman Enopia	- Comfac Corporation
Rosauro Morales	- Joan Construction
Arsenio Lorete	- STEF Construction
Albine Jalagat	- Comfac Corporation
Ariel Ocampos	- BN Construction & Supply

The pre-bid conference for the Provision and Installation of Electrical Wirings and Panelboards for the Construction/Completion of CAS Building project was held on November 13, 2020 @ 9:12 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: **Provision and Installation of Electrical Wirings and Panelboards for the Construction/Completion of CAS Building**

- 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 Million Nine Hundred Seventy-nine Thousand Two Hundred Forty-eight Pesos and 46/xxx (₱ 1,979,248.46)** with fund source from the Regular Agency Fund (RAF) FY 2020 and 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 College of Arts and Sciences (CAS) 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 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 Five Thousand Pesos (₱5,000.00) 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



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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 mark, 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;

- The prospective bidder/contractor were then asked for questions. The following are the queries:

Query	BAC Reply
1. On the PCAB License requirement?	1. The following were the information relayed by the BAC: <ul style="list-style-type: none">• That the PCAB License is required only on the procurement of civil works/ infrastructure projects and not in the procurement of goods and services;• That since the project is categorized/ considered as procurement of goods, the PCAB License is no longer required for the project.
2. Can Site Inspection be conducted anytime in the Campus?	2. It is encouraged that all bidders whether it is goods/services and infrastructure to conduct a Site Inspection before tendering their bids for the project. The BAC Chairperson informed that all bidder on schedule for Site Inspection must be coordinate with the OPD and the BAC Secretariat

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 9:39 A.M.

Prepared by:

MASTER GEORGE M. TORTOLA
Head, BAC Secretariat

Conforme:

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



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Competence **S**ervice **U**prightness

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