

## BIDS AND AWARDS COMMITTEE (BAC)

*BID ID: 80960*

**Name of Project: Establishment of Ladies Dormitory**

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

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
Establishment of Ladies Dormitory**

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 Odtojan  
Leo C. Deluvio  
John Paul C. Reponte  
Angelica G. Dando  
Michelle V. Japitana, Ph. D.  
Engr. Charle Magne Cillo  
Arch. Magichael Cloribel  
Arlim Abejay  
Ruben Ignacio  
Lyra Bughao  
Ariel Ocampos  
Jocelyn Daniel

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

The pre-bid conference for the Establishment of Ladies Dormitory project was held on November 13, 2020 @ 11:12 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: Establishment of Ladies Dormitory

*Minutes of Pre-bid Conference RE: Establishment of Ladies Dormitory, November 13, 2020 @11:00A.M. via Goggle Meet App.*



- 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-two Million Seven Hundred Thousand Twenty-five Pesos Only (₱62,725,000.00)** 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 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 that Supplemental Bid Bulletin will be issued to address the agreements made during the pre-bid conference for the other projects and that the same will be applied to all the fourteen (14) projects of the University;
- Arch. Gumban relayed the following information:
  - That the project will cover all works for the ground floor and concrete slab in the second floor for both male and female dormitory buildings;
  - That the said project will cover the forty (40) bedrooms including the ceiling, toilet & bath, tile works, lightings and painting;
  - That the bedrooms will all be functional as the same is identified as priority in order to generate income.
- The prospective bidders/contractors were then asked for questions. The following were the query/ies:

Querry	BAC Reply
<ol style="list-style-type: none"><li>1. Based on the POW presented, is painting included?</li><li>2. On SPL-4: permit and licenses, what are the breakdown of items included in the specific item considering that the same is on lump sum?</li><li>3. On item for masonry works, is plastering excluded?</li><li>4. On the details of the lump sum item for Fire Sprinkler System?</li><li>5. On the bedroom – carpentry works?</li></ol>	<ol style="list-style-type: none"><li>1. Painting is not included.</li><li>2. The following were the information relayed:<ul style="list-style-type: none"><li>• Considering that both buildings have the same design and the same amount of the ABC, SPL-4: permit and licenses are already included and considered in each building;</li><li>• That details for the said items are duly provided in the POW presented;</li><li>• That the same excludes the Environment Clearance Certificate (ECC) for the University will be process the same for the whole projects of the University.</li></ul></li><li>3. This will be checked and forwarded to the BAC Secretariat to include in the issuance of the Supplemental Bid Bulletin</li><li>4. Details/ Breakdown of the materials will be provided and that the coverage for the same will be whole of the ground floor in both buildings. That each of the bedrooms will provided for with the said item.</li><li>5. The same will only cover the ceiling of each bed room and will not include the furniture (bed).</li></ol>



III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 11:27 A.M.

Prepared by:

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

Conforme:

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