



**BID ID: 80806**

**Name of Project: Provision of IT Equipment and Data Server for the Operation of FASTRAC: MAPX Project**

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

**EXCERPTS ON THE MINUTES OF PRE-BID CONFERENCE ON THE PROJECT RE:  
 Provision of IT Equipment and Data Server for the Operation  
 of FASTRAC: MAPX Project**

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
Sharon Reyes	- BAC TWG (ICT)
Christian Perez	- BAC TWG (ICT)
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. Rolyn C. Daguil	- Dean, CCIS/End-user
Albine Jalagat	- COMFAC Corporation
Dennis Buenviaje	- COMFAC Corporation
Edmund Valen	- COMFAC Corporation
Juliet Capala	- COMFAC Corporation
Jaques Ballo	- COMFAC Corporation
Donna Joy Marie dela Corda	- Infiniticare Tech
Raymond Fernando	- Infiniticare Tech

The pre-bid conference for the **Provision of IT Equipment and Data Server for the Operation of FASTRAC: MAPX Project** was held on November 13, 2020 @ 01:00 P.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 Agenda for the Day



**Pre-bid Conference on the Project RE: Provision of I.T Equipment and Data Server for the Operation of FASTRAC: MAPX Project**

- 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 **Four Million Pesos Only (P=4,000,000.00)** with fund source from Trust Receipt Fund (TRF) FY 2020 and contract duration of sixty (60) calendar days;
- She 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 Five Thousand Pesos (P5,000.00) 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 further informed the bidders present that a supplemental bid bulletin will be issued to address the concerns raised during the pre-bid conference of projects conducted in the morning of the same date as follows:



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- 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 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;
- Dr Daguil made it clear that all equipment should be compatible with the existing system in terms of connectivity considering its technicality;
- The BAC Chairperson inquired the prospective bidders whether the sixty (60) calendar days contract duration is sufficient enough and affirmed by the end-user to change it to 90 calendar days. Supplemental Bid Bulletin will be issued for that purpose;
- The prospective bidder/supplier was then asked for questions. The following are the queries:

Query	BAC Reply
1. On the two factor authentication which applies on the Technical and Financial documents only?	1. As discussed, the e-copy of the bid documents should be password protected and the provisions of the same are presented in the invitation to bid of the project under "Submission of Bids". The bidders are also allowed to submit hard copy of bid documents- duly sealed and signed. Supplemental Bid Bulletin will be issued to address the same
2. On the PBD issuance?	2. The PBD of the project can be accessed and downloadable in the CSU website - <a href="http://www.carsu.edu.ph">www.carsu.edu.ph</a> or in the PhilGEPS website. Further reiterated was the information that the basis for opening the submitted bids is the validated Deposit Slip sent to the BAC Secretariat further validated by the University cashier that the payment has already been credited to the account of the University provided
3. Inquiry on the transceiver is good for one network card or dual card for SFP class? <ul style="list-style-type: none"> <li>• Inquiry on the 3 High Precision GPUs one card or three card?</li> <li>• On the Server Enclosure is single, PDU?</li> </ul>	3. It should be 3 GPU cards, two PDUs.
4. On the Bid Security – Bid Securing Declaration?	4. It is indicated in the Bid Data Sheet.

- The prospective bidders suggested to communicate with the end-user for the specifications of the project and further asked for the contact no of the end-user;



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- The BAC instructed for the end-user to coordinate and communicate with the prospective bidders on the final specifications of the project
- For the end-user to inform the BAC Secretariat on the changes within three (3) calendar days for the issuance of the Supplemental Bid Bulletin of the project.

III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 2:01 A.M.

Prepared by:

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

Conforme:

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