



MINUTES OF PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF ICT EQUIPMENT AND VIDEO CONFERENCING SOLUTIONS, SYSTEMS AND EQUIPMENT

under Smart Project Monitoring and Evaluation System of CSU in the New Normal

Present were:

Mr. Allan Leand P. Arquilada, MLS	BAC 2 – Vice Chairperson
Mr. Ronaldo P. Sumait, MLIS	BAC 2 – Member
Atty. Cornelio A. Addun, CPA, MBA	BAC 2 – Member
John Omar Esguerra	End-User - Staff
VP Junel Guzman	VPRM - End-User
Antonette Olea	End-User - Staff
Marie Cris Buenaflor	Pronet System
JP Urmatam	

The Prebid Conference for Supply and Delivery of ICT Equipment and Video Conferencing Solutions, Systems and Equipment at Conference Hall, Cagayan State University, Andrews Campus was called to order at 10:00 am of February 8, 2023 and was presided by the Vice Chairperson, Mr. Allan Leand P. Arquilada.

- I. Business Matters and Discussions:**
- Attendance and quorum:
 - the Committee obtained quorum with presence of five members
 - End-User
 - Attendance and presence of prospective bidders;
 - Prospective bidders are present
 - The BAC Chairperson, through the BAC Secretariat presented the following:
 - Availability of Bidding documents; February 1, 2023
 - Letter of invitation were sent to observers:
 - PCCI- Feb. 2, 2023
 - COA- Feb. 1, 2023
 - MASCOOP- Feb. 2, 2023
 - The project is present in PPMP, APP and NEP
 - The correct and accurate name of the project as appeared in PPMP, APP and NEP;

**Component 2: Seamless Unified DOST Project M&E thru Communication System Upgrades
Smart Project Monitoring and Evaluation System of CSU in the New Normal**

- The available of the pertinent budget release for the project, ABC, source of fund and completion period;

Project Name and Reference Number:	SUPPLY, AND DELIVERY OF ICT EQUIPMENT AND VIDEO CONFERENCING SOLUTIONS, SYSTEMS AND EQUIPMENT under Smart Project Monitoring and Evaluation System of CSU in the New Normal
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	(PROJECT REF.NO: CSU2023-01-001-ICT-ANDREWS)
ABC:	Php 1,431,200.00
Source of Fund:	Trust Funds Regular 2022 Current
Completion of Delivery:	60 CALENDAR DAYS

- f. The applicable and appropriate method of procurement and the related milestones:
Public Bidding: Single LOT
- g. The prospective bidders are given to raise their Queries and clarification until Feb. 10, 2023, 5:00 pm under **22.5.1. Requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.**
- h. Eligibility requirements the prospective bidders need to submit are included in the Bidding Documents and the former are advised to read such;
- i. Discussion on the evaluation procedure and criteria under **30.1. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed."**
- j. Reminded the body the possible causes of failure of bidding, grounds for disqualification, suspension and blacklisting; that It is mentioned in the BID DOCUMENTS, in case of Bid Securing Declaration, there is a waiver of due process for blacklisting and automatic blacklisting in case of violation of any conditions stated.
- k. Reminded the body the prospective bidders regarding the Right of the HoPE under Section 41 (reservation clause): The HoPE reserves the right;
 - i. to reject any and all bids
 - ii. declare a failure of bidding, or
 - iii. not award the contract in the following situations:
 - 1. If there is prima facie evidence of collusion
 - 2. If the BAC is found to have failed in following the prescribed bidding procedures; or
 - 3. the award of the contract will not redound to the benefit of the CSU.
- l. Scheduling of deadline of submission and opening of bid: February 20, 2023, 10:00 AM, BAC office;







m. Bid should be addressed to:

MR. ABRAHAM C. BANGAYAN, J.D, MLS
Chairperson, BAC 2
BAC Office, Athena Building
Andrews Campus, Cagayan State University
Tuguegarao, Cagayan

n. The end-user presented the items and specifications of the project.

II. Noted comment/reaction from the BAC, TWG and End-user:

1. The prospective expressed, if won, that the warranty is guaranteed despite installation will be done by the end-user
2. The Committee, through the BAC Secretariat, clarified that under GPPB CIRCULAR 04-2020, 16 September 2020 the Statement of the Bidder of All its Ongoing Government and Private Contracts Including the Contract Awarded but Not Yet Started should properly state the following:
 - i. Names of outstanding contracts with other contracting party, i.e., PE or private company allowed by the rules,
 - ii. contract date,
 - iii. period
 - iv. and amount or value; and
 - v. kinds of Goods
 - vi. dates of delivery,
3. The Committee further emphasized while there is no mandatory form or format as to Statement of the Bidder of All its Ongoing Government and Private Contracts Including the Contract Awarded but Not Yet Started, the above information or data are mandatory and failure to state/declare or misrepresentation of such is a ground to disqualify the bidder.
4. In response to bidder's query, the Committee clarified that supporting documents are likewise mandatory in the List of Bidder's All Ongoing Government and Private Contracts Including the Contract Awarded but Not Yet Started as well as in Bidder's Single Largest Completed Contract.
5. The Committee advised the prospective bidders to refer to the bidding documents for better information but may send queries or clarifications later within the allowable period.

There having no other remaining topics for discussion, the Prebid Conference adjourned at 11:00 am.

Prepared by:

Reynard P. Cacionan II
 Head, BAC Secretariat

Noted by:

Mr. Allan Leand P. Arquilada, MBA
 Vice - Chairperson, BAC 2

