



MINUTES OF PRE-PROCUREMENT CONFERENCE

Supply, Delivery and Installation of Information Technology Infrastructure Upgrade for Andrews Campus Under Smart Campus

Present were:

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| Engr. Theresa B. Dimalanta, Ph.D. | BAC 1– Chairperson |
| Prof. Ramelo B. Ramirez, Ph.D. | BAC 1– Vice Chairperson |
| Prof. Jhoanna B. Calubaquib, Ph.D. | BAC 1 – Member |
| Prof. Beatriz B. Onate, Ph.D. | BAC 1 – Member |
| Mr. Alvin U. Alisasis | BAC 1 – Member |
| Mr. Reynard P. Cacatian II | Head, University BAC Secretariat |
| Prof. Maria Jackoe Lou L. Zinampan | MIS Coordinator - End-User Team |
| Prof. Arvin B. Alonzo | MIS Coordinator - End-User |
| Mr. Ruffy Molina | MIS Staff - End-User Team |
| Engr. James B. Busilan | Infra Unit - TWG |
| Ar. Michael R. Palattao | Infra Unit - TWG |
| Ar. Ryan T. Cabalza | Infra Unit - TWG |

The Pre-Procurement Conference for **Supply, Delivery and Installation of Information Technology Infrastructure Upgrade** at Conference Hall, Cagayan State University, Andrews Campus was called to order at 10:00 am of March 13, 2023 and was presided by the Chairperson, Engr. Theresa B. Dimalanta.

I. **Business Matters:**

- a. Attendance and quorum:
 - BAC Members
 - Technical Working Group
 - BAC Secretariat
 - End-User
- b. Applicability and appropriateness of the recommended method of procurement and the related milestones;
- c. Presentation and reconciliation of End-user and TWG Technical Specifications;
- d. Possible amendment and revision in the scope of work;
- e. Schedule of posting of Invitation to Bid;
- f. Availability of Bidding documents;
- g. Scheduling of Pre-Bid Conference;
- h. Presentation of the scope of works and technical specifications of the project and explanation of the different documents to be submitted by each bidder.

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| Project Name | Supply, Delivery and Installation of Information Technology Infrastructure Upgrade for Andrews Campus Under Smart Campus |
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| ABC: | Php 7,000,000.00 |
| Source of Fund: | Trust Funds Regular 2022 |
| Completion of Delivery: | 60/90 CALENDAR DAYS |

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


1. The Committee made the following recommendations:
 - a. Completion of deliver: 90 Calendar Days
 - b. Project title: **"Construction of Information Technology Infrastructure"**
 - c. Maintain the project name stated in the NEP and APP as subtitle of the project
 - d. Delete all requirements related to SCS Manufacturer Certifications but maintain the supplier must be Certified SCS
 - e. Make the detailed enumeration or breakdown of all items and costing under:
 - i. Labor and Engineering
 - ii. Chipping and Sand Bedding Material (please see attached)
 - f. Maintain the 20-year warranty requirement
2. The end-user explained the importance of 2-year subscription under Firewall requirement
3. The Committee expressed the necessity of including under the PPMP of MIS the yearly Firewall subscription to assure the maximum utility of the system and requested the end-user to submit supplemental PPMP as the actual end-user
4. The Chairperson advised the end-user and TWG to work on specifying the Labor and Engineering and Chipping and Sand Bedding Material requirements.

There having no other remaining topics for discussion, the Prebid Conference adjourned at 11:30 am.

Prepared by:

REYNARD P. CACATIAN II
Head, University BAC Secretariat

Noted by:


ENGR. THERESA B. DIMALANTA, PH.D.
Chairperson, BAC I

