



MINUTES OF PRE-BID CONFERENCE

Supply, Delivery & Installation of Computer Equipment for Laboratory of CSU Solana Iraga

Present were:

Mr. Abraham C. Bangayan, JD, MLS	BAC 2 – Chairperson
Mr. Ronaldo P. Sumait, MLIS	BAC 2 – Member
Mr. Johanness Paolo B. Roy	BAC 2 – Member
Prof. Lorraine S. Tattao, Ph.D.	BAC 2 – Member
Mr. Reynard P. Cacatian II	Head, University BAC Secretariat
Mr. Daniel D. Merdrano	BAC Secretariat Support Staff
Engr. Ma. Haidee A. Mabborang	CEO Solana – End user
Prof. Chrissa Dayag	Solana – End user TWG
Prof. Maria Bernadette M. De La Cruz	Solana – End user TWG
Mr. JP Uratam	Pronet Systems Inc.
Mr. Carmel Caparao	Jenotech Marketing Corp.

The Prebid Conference for **Supply, Delivery & Installation of Computer Equipment for Laboratory of CSU Solana Iraga** at CSU Coffee Shop, Cagayan State University, Andrews Campus was called to order at 10:00 am of May 2, 2023 and was presided by the Chairperson, Mr. Abraham C. Bangayan.

I. Business Matters and Discussions:

1. Attendance and quorum:
 - a. the Committee obtained quorum with presence of four members
 - b. End-User
2. Attendance and presence of prospective bidders;
 - a. Prospective bidders are present
3. The BAC Chairperson, through the BAC Secretariat presented the following:
 - a. Availability of Bidding documents; *April 20, 2023*
 - b. Letter of invitation were sent to observers:
 - i. PCCI- *April 20, 2023*
 - ii. COA- *April 20, 2023*
 - iii. MASCOOP- *April 20, 2023*
 - c. The project is present in PPMP, APP and NEP
 - d. The correct and accurate name of the project as appeared in PPMP, APP and NEP;

Desktop Computer for CSU Solana Campus

Infrastructure and Smart Campus Development, Operationalization of Face to Face Classes and Upgrading / Procurement of Equipment





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

Project Name and Reference Number:	Supply, Delivery & Installation of Computer Equipment for Laboratory of CSU Solana Iraga (Project Ref. No: CSU2023-04-01)
ABC:	₱ 1,493,000.00
Source of Fund:	RA 11639 Regular 2022 Continuing
Completion of Delivery:	30 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.**

Deadline of submission clarification: **May 5, 2023, 5:00 pm**

- 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:

May 15, 2023, 10:00 AM

**BAC Office (deadline of submission), Research Building
 Conference Hall (opening of bids)**

**Andrews Campus, Cagayan State University
 Tuguegarao, Cagayan**

- m. Bid should be addressed to:

**Mr. Abraham C. Bangayan, JD, MLS
 Chairperson, BAC 2
 BAC Office, Research 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. Upon inquiry of Pronet Systems Inc. representative:
 - a. the Committee, through BAC Chairperson and End-user, explained that the installation does not refer to the cable installable but only to the setting up of the units, installation and activation of software and licenses;
 - b. The 100 pcs PASSTHROUGH RJ45 and 2 boxes of UTP CABLE CAT 6 (305M) are part of inclusions/scope of works as they were considered in the drafting of ABC; and
 - c. BAC member Mr. Roy further explained that RJ45 has minimal costing and the UTP CABLES need not be branded as it has to be changed regularly;
2. The Chairperson explained that the law only requires 1 copy of the requirements but the Committee is requesting for additional 2 copies for efficiency purposes;
3. BAC members Mr. Roy and Mr. Sumait emphasized that bidders may comply with the required specifications or offer higher ones;
4. Upon the request of both prospective bidders, upon consulting the end-user, the Committee has decided to amend the completion of delivery from 30 CDs to 45 CDs and INTEL CORE I5-2400 PROCESSOR OR HIGHER to INTEL CORE I5-12400 PROCESSOR OR HIGHER; and






5. Upon inquiry from Jenotech Marketing Corp. representative, the Chairperson explained that CSU BAC Andrews physically visit and trace all source of documents as required under post-qualification and assured the prospective bidders of transparent bidding process.

There having no other remaining topics for discussion, the Prebid Conference adjourned at 12:00 nn.

Prepared by:

MR. REYNARD P. CACATIAN II
Head, University BAC Secretariat

Noted by:


MR. ABRAHAM C. BANGAYAN, JD, MLS
Chairperson, BAC 2

