



Republic of the Philippines

CARAGA STATE UNIVERSITY CABADBARAN CAMPUS

T. Curato Street, Cabadbaran City 8605, Agusan del Norte



BIDS AND AWARDS COMMITTEE OFFICE

Telefax (+63 85) 343-1020

(+63 85) 818-5583

URL: <http://csucc.carsu.edu.ph>

Email address: csuccofficial@gmail.com



Certificate No: AJA17-1018
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Minutes of the PreBid Conference on the Supply, Delivery and Installation of ICT Equipment (Printing & Binding Machine) held at the CSUCC Conference Room on January 21, 2019 A.M. with the presence of members of the Bid & Awards Committee, Technical Working Group and the representatives of the prospective bidders.

The meeting started with a prayer led by Mr. Ryan Chester G. Fong.

The BAC Chairman read the Provisional Agenda of the meeting. It was moved by Dr. Esther D. Tandog to adopt the said agenda and duly seconded by Mr. Ryan O. Cuarez.

The Chairman requested the BAC Secretariat to acknowledge the presence of the BAC Personnel and visitors/guests.

The Chairman requested the secretariat to present/read the bidding documents and emphasized the following:

- Prospective bidders shall present original copy (if owner) as indicated in the reference slip.
- Upon payment of bidding documents fee, there is a need to present the notarized copy of company's appointment, company ID and government ID in the case of Liaison Officer.
- Declaring of all ongoing and completed contracts including those awarded but not yet started (both public and private)
- Submission of completed contracts similar in nature of the contract to be bid in the last two (2) years for performance evaluation purposes.

The Chairman commented that bidder may offer equivalent or better specification from those being required. She added also that factory inspection report is necessary because the COA will look for it.

A BAC Member informed that the Chancellor declared February 4, 2019 as CSUCC rest day. She suggested to change the date for the opening of bids to February 6, 2019 (Wednesday).

The chairman asked for any queries.

A representative from Copylandia asked verification for the required thickness of Perfect Binding Machine. He suggested to make it lesser (from 2.36 " to 1.96") because the maximum thickness (2.36") required is not appropriate to the binding machine required.

The TWG agreed to change the thickness of the binding machine from 2.36" to 1.96" same as to the electric cutter.

The Chairman asked for any queries and there was none.

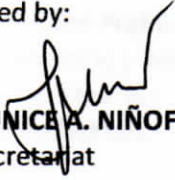
The Chairman asked for any motion to adjourn the meeting.

Dr. Esther D. Tandog moved to adjourn the meeting and was seconded by Mr. Jodel C. Angeles.

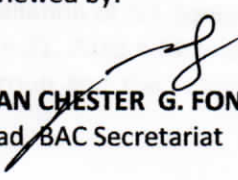
Meeting adjourned: 10:35 in the morning.

We hereby certify the correctness of this minutes.

Prepared by:


MA. EUNICE A. NIÑOFRANCO
BAC Secretariat

Reviewed by:


RYAN CHESTER G. FONG, MAEng.
Head BAC Secretariat

Conformed:


FLORDELIZA G. ALBURO, Ph.D.
BAC Chairman