



# CARAGA STATE UNIVERSITY

## MINUTES OF MEETING

### MINUTES OF MEETING ON THE PRE-BID CONFERENCE ON THE SUPPLY, DELIVERY AND INSTALLATION OF EQUIPMENT FOR TECHNOLOGY TRAINING AND INNOVATION LABORATORY

Date of Meeting : August 27, 2019

Venue/Time : CSUCC CONFERENCE ROOM / 2:00 PM

Attendees :

- |                                  |   |
|----------------------------------|---|
| 1) Dr. Flordeliza G. Alburo      | - BAC Chairperson                             |
| 2) Dr. Esther D. Tandog          | - BAC Member                                  |
| 3) Prof. Maria Tita C. Castillon | - BAC Member                                  |
| 4) Prof. Anthony M. Miñoza       | - BAC Member                                  |
| 5) Mr. Ryan O. Cuarez            | - TWG   |
| 6) Mr. Jodel C. Angeles          | - TWG   |
| 7) Mr. Joseph Vistal             | - TWG   |
| 8) Mrs. Thesa Vergara            | - End User                                    |
| 9) Mr. Japeth Jay Vergara        | - End User                                    |
| 10) Mr. Ryan Chester G. Fong     | - BAC Head Secretariat                        |
| 11) Ms. Wenie O. Catubig         | - BAC Secretariat                             |
| 12) Ms. Maria Eunice Niño Franco | - BAC Secretariat                             |
| 13) Mr. Marvin Ocampo            | - Product Manager, Humnil International Corp. |



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TOPICS	ISSUES	RESOLUTIONS	TIMETABLES
<p>PRE-BID CONFERENCE ON THE SUPPLY, DELIVERY AND INSTALLATION OF EQUIPMENT FOR TECHNOLOGY TRAINING AND INNOVATION LABORATORY (ABC: 10,000,000.00)</p>	<p>The Chairperson presented the Bid Docs to the body including the lone Bidder present during the conference.</p> <p>Attendance to Pre bid conference</p> <p>The lone prospective bidder present suggested to include the price for each item</p> <p>Conduct regular monitoring of the equipment</p> <p>Delivery Period</p>	<p>Hytec Power, Inc. submitted a letter informing the body that they cannot attend the pre bid conference since their representative for CARAGA Region is currently out of the country</p> <p>Only the Total ABC is stipulated in the Bid Docs and not the price for each item</p> <p>The representative from Humil International Corp. did agree to conduct quarterly monitoring of equipment if they will win the bid.</p> <p>After the review of the documents, the following changes have been made:</p> <ol style="list-style-type: none"> <li>1. Due to the suggestion from the representative of Humil International Corp., the BAC Members decided to change the Delivery Period to <b>90 Days</b></li> </ol>	



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	<p>Bid Docs Fee</p> <p>Requirements when buying Bid Docs</p> <p>Warranty Period</p>	<p>2. Php 10,000 for first time bidders Free for bidders who participated in the previous failed bidding</p> <p>3. Owner - Original Copy of Mayor's Permit, Government ID Representative - Company ID and Original Copy Special Power of Attorney</p> <p>4. Warranty: Free for parts and service for 1<sup>st</sup> year Free service for the next four (4) years</p>	
<b>Adjournment</b>	3:27 PM		

I hereby certify to the correctness of this minutes.

Prepared by : **MA. EUNICE A. MINOFRANCO**  
BAC Secretariat

**RYAN CHESTER G. FONG**  
BAC Secretariat

Conforme : **FLORELIZA G. ALBURO, Ph.D.**  
BAC Chairperson