



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines  
☎ (046) 4150-010  
www.cvsu.edu.ph

**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF CRIMINOLOGY LABORATORY**  
**SUPPLIES, MATERIALS AND EQUIPMENT FOR BACOR CAMPUS**

Present were:

Bettina Joyce P. Ilagan	- Vice-Chair, BAC for Goods and Consulting Services
Rosalie A. Pelle	- Member, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member, BAC for Goods and Consulting Services
Danielito R. Escaño	- Member, BAC for Goods and Consulting Services
Noel A. Sedigo	- Member, BAC for Goods and Consulting Services
Orlando B. Delos Reyes	- TWG Chair, Office and Other Supplies and Laboratory Equipment
Rene B. Betonio	- TWG Member, Office and Other Supplies and Laboratory Equipment
Famela Iza C. Matic	- TWG Member, Office and Other Supplies and Laboratory Equipment
V-Jay S. Eusebio	- TWG Member, Office and Other Supplies and Laboratory Equipment
Ronan M. Cajigal	-
Jimmy M. Caltino	-
Murven B. Abiadew	- } Representatives, End-user
Rhea E. Crisostomo	-
Timothy Jireh S. Josen	- Representative, Fil-Anaserve Inc.
Warren M. Corpuz	- Representative, Stratwell Builders
James Enriquez	-
Joefel Marquez	- } Representatives, Diamond Industrial
Preciosa G. Eraña	- Chair, BAC Secretariat
Roselyn M. Maranan	- Member, BAC Secretariat
Camille Joy V. Capupus	- Member, BAC Secretariat

The pre-bidding conference for the Supply, Delivery and Installation of Criminology Laboratory Supplies, Materials and Equipment for Bacoar Campus was held at CvSU Hostel Tropicana was called to order at 1:30pm of November 7, 2019, and was presided by the BAC Vice-Chair, Dr. Bettina Joyce P. Ilagan. The Vice-Chair acknowledged the presence of the prospective bidders and their representatives.

The Vice-Chair introduced the BAC Members, members of the Technical Working Group and the members of the BAC Secretariat were introduced. Three (3) prospective bidders attended the pre-bidding conference.

The Vice-Chair emphasized and clarified the following points:

- The total ABC of the project is Eleven Million Nine Hundred Thirteen Thousand Pesos only (₱ 11,913,000.00) divided into following sub-lots:
  - a. Lot A (Police Photography Laboratory Supplies, Materials and Equipment)
    - ₱ 1,699,000.00

- b. Lot B (Forensic Supplies and Equipment) - ₱ 4,154,000.00
- c. Lot C (Questioned Document Supplies and Equipment) - ₱ 2,160,000.00
- d. Lot D (Criminal Investigation and Detection Supplies and Equipment) - ₱ 2,115,000.00
- e. Lot E (Criminology Laboratory Furniture and Fixtures) - ₱ 1,785,000.00

- Project is short of award/early procurement.
- Follow the checklist of requirements issued.
- For packaging of the bids, it is recommended to use tab/ear tags for proper labeling and easier identification of attached documents.
- Complete kit as specified in the specification indicates that all of the components should be present in the offer.
- Bid Bulletin No. 1 was issued/posted stating that issuance of bidding documents is until November 21, 2019.

Hereunder are the changes as agreed by the BAC Members, TWG, End Users and Suppliers:

• Lot A - Police Photography Laboratory Supplies, Materials and Equipment	<ul style="list-style-type: none"> <li>• Bid offer and evaluation will be by lot</li> <li>• Warranty: <ul style="list-style-type: none"> <li>a. For Equipment: One-year on parts and two-year on services</li> <li>b. For Other Supplies and Materials: Standard Warranty</li> </ul> </li> </ul>
• Lot B – Forensic Supplies and Equipment	<ul style="list-style-type: none"> <li>• Bid offer and evaluation will be by lot</li> <li>• Warranty: <ul style="list-style-type: none"> <li>a. For Equipment: One-year on parts and two-year on services</li> <li>b. For Other Supplies and Materials: Standard Warranty</li> </ul> </li> </ul>
• Lot C – Questioned Document Supplies and Equipment	<ul style="list-style-type: none"> <li>• Bid offer and evaluation will be by lot</li> <li>• Warranty: <ul style="list-style-type: none"> <li>a. For Equipment: One-year on parts and two-year on services</li> <li>b. For Other Supplies and Materials: Standard Warranty</li> </ul> </li> </ul>
• Lot D – Criminal Investigation and Detection Supplies and Equipment	<ul style="list-style-type: none"> <li>• Bid offer and evaluation will be by lot</li> <li>• Warranty: <ul style="list-style-type: none"> <li>a. For Equipment: One-year on parts and two-year on services</li> <li>b. For Other Supplies and Materials: Standard Warranty</li> </ul> </li> </ul>
• Lot E – Criminology Laboratory Furniture and Fixtures	<ul style="list-style-type: none"> <li>• Bid offer and evaluation will be by item</li> <li>• Standard warranty</li> </ul>


- Site inspection is recommended
- Delivery Period: 60 calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
- Delivery Place: CvSU Bacoar Campus


The Vice-Chair announced that the bidding conference will be on November 21, 2019 at 1:00pm to be held at Hostel Tropicana, Cavite State University, Indang, Cavite. She reminded the prospective bidders to submit all bidding documents on or before 12:00nn to the BAC Secretariat at Supply/BAC Office at CvSU Admin Building.



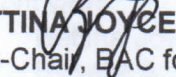
There having no more remaining topics for discussion the pre-bid conference was adjourned at 2:30pm.

Prepared by:

  
**CAMILLE JOY V. CAPUPUS**  
Member, BAC Secretariat

  
**PRECIOSA G. ERAÑA**  
Chair, BAC Secretariat

Noted By:

  
**BETTINA JOYCE P. ILAGAN, Ph. D.**  
Vice-Chair, BAC for Goods and Consulting Services