



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF HRM 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
Patrick Glenn P. Ilano	- TWG Member, Office and Other Supplies and Laboratory Equipment
Jeffrey B. Aguila	- TWG Member, Office and Other Supplies and Laboratory Equipment
Ronan M. Cajigal	} Representatives, End-user
Phoebe Joyce C. Villanueva	
Murven B. Abiadew	
Rhea E. Crisostomo	
Sonny P. Cordero	- Representative, Kitchen Mall (KMC) Corp.
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 HRM Laboratory Supplies, Materials and Equipment for Bacoar Campus was held at CvSU Hostel Tropicana was called to order at 3:00pm 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. Only one (1) prospective bidder attended the pre-bidding conference.

The Vice-Chair emphasized and clarified the following points:

- ABC of the project is Fourteen Million Seven Hundred Sixty Five Thousand Pesos only (₱ 14,765,000.00).
- 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.
- 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:

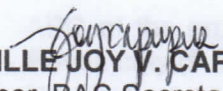
<ul style="list-style-type: none"> The project "Supply, Delivery and Installation of HRM Laboratory Supplies, Materials and Equipment" was divided into five sub-lots: <ul style="list-style-type: none"> a. Lot A – Linens b. Lot B – Kitchen Tools & Utensils c. Lot C – Hostel Set-Up d. Lot D – Equipment e. Lot E – Front Office ICT Equipment 	<ul style="list-style-type: none"> The project "Supply, Delivery and Installation of HRM Laboratory Supplies, Materials and Equipment for Bacoar Campus" will have four (4) sub-lots: <ul style="list-style-type: none"> a. Lot A – Linens b. Lot B – Kitchen Tools & Utensils c. Lot C – Equipment d. Lot D – Hostel Set-Up Equipment and ICT Equipment
<ul style="list-style-type: none"> Lot A – Linens 	<ul style="list-style-type: none"> Bid offer and evaluation will be by lot Standard warranty
<ul style="list-style-type: none"> Lot B – Kitchen Tools & Utensils 	<ul style="list-style-type: none"> Bid offer and evaluation will be by lot Standard warranty
<ul style="list-style-type: none"> Lot C – Equipment (Lot D) 	<ul style="list-style-type: none"> ABC is ₱ 7,834,940.00 Bid offer and evaluation will be by lot Warranty: <ul style="list-style-type: none"> a. For Equipment: One-year on parts and two-year on services b. For Other Supplies and Materials: Standard Warranty
<ul style="list-style-type: none"> Lot D – Hostel Set-Up Equipment and ICT Equipment (Lot C & E) 	<ul style="list-style-type: none"> ABC is ₱ 4,271,248.00 Amount of bid document is ₱ 5,000.00 Bid offer and evaluation will be by item Warranty: <ul style="list-style-type: none"> a. For Equipment: One-year on parts and two-year on services b. For Other Supplies and Materials: Standard Warranty

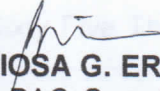
- Project site inspection is recommended
- Delivery Period: 45 – 60 calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
- Delivery Place: CvSU Bacoar Campus

The Vice-Chair announced that the bidding conference will be on November 21, 2019 at 3:00pm 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.

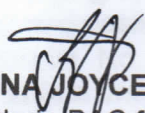
There having no more remaining topics for discussion the pre-bid conference was adjourned at 4:00pm.

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