



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 PSYCHOLOGY LABORATORY
SUPPLIES, MATERIALS AND EQUIPMENT FOR BACoor 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 |
| Armie Grace B. Desenganio | - TWG Member, Office and Other Supplies and Laboratory Equipment |
| Ronan M. Cajigal | - } Representatives, End-user |
| Kathy J. Gumboc | |
| Rhea E. Crisostomo | |
| Jose Noel Galeno | - Representative, Tower Medical Dist. Co. Inc. |
| Elizabeth Gabillate | - Representative, Levins International Corp. |
| Sherwin M. Alda | - Representative, Intellimeter Int'l Resources Inc. |
| Benedicto Bailon | - Representative, Aspen Multi-System 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 Psychological Laboratory Supplies, Materials and Equipment for Bacoor Campus was held at Cvsu Hostel Tropicana was called to order at 10:43am 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. Four (4) prospective bidders attended the pre-bidding conference.

The Vice-Chair emphasized and clarified the following points:

- ABC of the project is Two Million One Hundred Thirty Thousand Pesos only (₱ 2,130,000.00).
- 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:

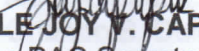
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|---|---|
| <ul style="list-style-type: none"> The project "Supply, Delivery and Installation of Psychology Laboratory Supplies, Materials and Equipment for Bacoar Campus" was divided into three sub-lots: <ol style="list-style-type: none"> Lot A – Biopsychology Equipment Lot B – Simulation and Testing Equipment Lot C – Psychological Testing Materials | <ul style="list-style-type: none"> The project "Supply, Delivery and Installation of Psychology Laboratory Supplies, Materials and Equipment for Bacoar Campus" will have five (5) sub-lots: <ol style="list-style-type: none"> Lot A – Biopsychology Equipment Lot B – Supply and Installation of One Way Mirror with Partition Lot C – ICT Equipment for Simulation and Testing Room, includes: <ol style="list-style-type: none"> 1 lot Network Video Recorder (Observation Equipment) 4 units Multi-Function Ink Tank Printer 2 units Pigment Printer 3-in-1 (Print, Scan and Copy) Lot D – Simulation and Testing Room Furniture, includes: <ol style="list-style-type: none"> 1 unit Lounge Chair 1 set Sofa Set 3 units Office Table 5 units Mesh Office Chair 2 units Vertical Steel Filling Cabinet 2 units Sliding Glass Door Steel Cabinet with Lock 5 units Steel Cabinet File Storage/ICT Equipment Storage 4 units Carrel Desks Individuals Lot E – Psychological Testing Materials |
| <ul style="list-style-type: none"> Lot A – Biopsychological Equipment | <ul style="list-style-type: none"> Amount of bid document is ₱ 500.00 Bid offer and evaluation will be by lot Standard warranty |
| <ul style="list-style-type: none"> Lot B – Supply and Installation of One Way Mirror with Partition | <ul style="list-style-type: none"> ABC is ₱ 800,000.00 Amount of bid document is ₱ 1,000.00 Project site inspection is recommended Bill of Materials for civil works should be included in the bid offer Standard warranty |
| <ul style="list-style-type: none"> Lot C – ICT Equipment | <ul style="list-style-type: none"> ABC is ₱ 267,400.00 Amount of bid document is ₱ 500.00 Bid offer and evaluation will be by lot Warranty: One-year on parts and two-year on services |
| <ul style="list-style-type: none"> Lot D – Furniture | <ul style="list-style-type: none"> ABC is ₱ 229,600.00 Amount of bid document is ₱ 500.00 Bid offer and evaluation will be by lot Standard warranty |
| <ul style="list-style-type: none"> Lot E – Psychological Materials | <ul style="list-style-type: none"> Amount of bid document is ₱ 1,000.00 Bid offer and evaluation will be by item Standard warranty |


- Country of origin doesn't matter as long as the requirements are met.
- Final specifications will be posted in the bid bulletin.
- Delivery Period: 45 calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
- Delivery Place: CvSU Bacoor Campus

The Vice-Chair announced that the bidding conference will be on November 21, 2019 at 10:00am to be held at Hostel Tropicana, Cavite State University, Indang, Cavite. She reminded the prospective bidders to submit all bidding documents on or before 8:00am 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 11:30am.

Prepared by:


CAMILLE JOY Y. 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