



Republic of the Philippines
CAVITE STATE UNIVERSITY
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**MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF SCIENCE 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
Momeda A. Callao	- TWG Member, Office and Other Supplies and Laboratory Equipment
Evangeline B. Mora	- TWG Member, Office and Other Supplies and Laboratory Equipment
Ronan M. Cajigal	- }
Ana Rose M. Rupido	- } Representatives, End-user
Rhea E. Crisostomo	- }
Regine Marie Dela Cruz	- }
Aaron Nebad	- } Representatives, Cebu Far Eastern Drug Inc.
John Moises Santos	- Representative, Gritit Lab
Elizabeth Gabillate	- Representative, Levins International Corp.
Timothy Jireh S. Josen	- Representative, Fil-Anaserve Inc.
Daniel Leo Batalon	- Representative, Elasco International Corp.
Benedicto Bailon	- Representative, Aspen Multi-System Corp.
Christine Acierda	- Representative, Mars Laboratory Instrument Center
Jose Noel Galeno	- Representative, Tower Medical Dist. Co.
Leah D. Wagan	- }
Ronald Tigadu	- } Representatives, Core Scientific Industries
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 Science Laboratory Supplies, Materials and Equipment for Bacoar Campus was held at CvSU Hostel Tropicana was called to order at 9:29am 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. Nine (9) prospective bidders attended the pre-bidding conference.

The Vice-Chair emphasized and clarified the following points:

- ABC of the project is Three Million Eighty Thousand Pesos only (₱ 3,080,000.00).
- 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"> • Supply, Delivery and Installation of Science Laboratory Supplies, Materials and Equipment for Bacoar Campus <ul style="list-style-type: none"> a. Lot A – Laboratory Furniture and Equipment b. Lot B – Laboratory Equipment 	<ul style="list-style-type: none"> • The project will not be divided into sub-lots • Bid offer and evaluation will be by item • Cost of bidding documents is ₱ 5,000.00
<ul style="list-style-type: none"> • Item No. 1 – Laboratory Fumehood 	<ul style="list-style-type: none"> • Civil works component for the installation of the equipment will be implemented by the end-user • Installation of the equipment should be included in the offer of the supplier
<ul style="list-style-type: none"> • Item No. 2 – Laboratory Bench with Demonstration Table and Laboratory Stool 	<ul style="list-style-type: none"> • Material for top is epoxy resin chemtop for Laboratory Bench and Demonstration Table. • Dimension of Laboratory Bench: 3.6m x 1m x 0.9m (L x W x H) including sink • Dimension of Demonstration Table: 1.2m x 0.8m x 0.9m (L x W x H) • Remove the redundant specifications - <i>“Resin chemtop acid resistant top with central sink; Laminated frame with adjustable levelers; 10 Open shelves; 1 Base Cabinet with 1 Swing Door”</i>
<ul style="list-style-type: none"> • Item No. 4 – Storage Wooden Cabinet 	<ul style="list-style-type: none"> • Material: Glass thickness – ¼”
<ul style="list-style-type: none"> • Item No. 7 – Hotplate with Magnetic Stirrer 	<ul style="list-style-type: none"> • Hotplate: at least 80sq.in.
<ul style="list-style-type: none"> • Item No. 8 – Mechanical Convection Oven 	<ul style="list-style-type: none"> • Remove the word <i>“with delayed on/off”</i> in the specification • Capacity is at least 5.0 cu.ft.

- Project site inspection is recommended.
- Final specifications will be posted in the bid bulletin.
- Warranty Period: One-year on parts and two-year on services
- 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 9:00am 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.

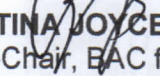
There having no more remaining topics for discussion the pre-bid conference was adjourned at 10:30am.

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