



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
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**MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF DESKTOP COMPUTER**

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
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
Noel A. Sedigo	- Member, BAC for Goods and Consulting Services
Bienvenido C. Sarmiento, Jr.	- TWG Chair, Computer and Office Equipment
Sheryl D. Fenol	- TWG Member, Computer and Office Equipment
Orlando B. Delos Reyes	- TWG Chair, Office and other Supplies and Lab. Equipt.
Rene B. Betonio	} - TWG Members, Office and other Supplies and Lab. Equipt.
Jeffrey B. Aguila	
Florabel R. Tinte	- End-User, Imus Campus
Mary Leth C. Pascual	- End-User, Imus Campus
Ricky Tepora	- End-User, Imus Campus
Teresa Marquez	- Representative, Masangkay
Maru Sabio	- Representative, 16/35 MM
Daisy Alvarez	- Representative, 16/35 MM
Preciosa G. Eraña	- Chair, BAC Secretariat
Camille Joy V. Capupus	- Member, BAC Secretariat

The pre-bidding conference for the Supply, Delivery and Installation of Desktop Computer was held at SL Lasap Hall, Admin. Bldg. was called to order at 1:10pm of January 23, 2020, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidders and their representatives.

The Chair introduced the BAC Members, members of the Technical Working Group and the members of the BAC Secretariat were also introduced. Two (2) prospective bidders attended the pre-bidding conference.

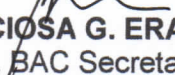
The Chair emphasized and clarified the following points:

- ABC of the project is One Million Three Hundred Eight Thousand Seven Hundred Fifty Pesos only (₱ 1,308,750.00).
- Place of delivery – Imus Campus
- With Pre-installed OS – Win 10 (Home/Student Version) bundled
- 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.

The Chair announced that the bidding conference will be on February 6, 2020 at 1:00pm to be held at SL Lasap Hall, Admin. Bldg., Cavite State University, Indang, Cavite. He reminded the prospective bidders to submit all bidding documents on or before **12:00noon**, February 6, 2020 to the BAC Secretariat at Supply/BAC Office at CvSU Admin Building. Late bids will not be accepted.

There having no more remaining topics for discussion the pre-bid conference was adjourned at 1:22pm.

Prepared by:


PRECIOSA G. ERAÑA
Chair, BAC Secretariat

Attested By:


DAVID L. CERO, Ph. D.
Chair, BAC for Goods and Consulting Services