



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus
Indang, Cavite

BIDS AND AWARDS COMMITTEE
(Goods and Consulting Services)

NOTICE OF VIRTUAL PRE-BID CONFERENCE

**Supply and Delivery of Library Journals
(One Year Subscription)**

Please be informed that the Pre-bid Conference for the **Supply and Delivery of Library Journals (One Year Subscription)** (CvSU-BAC-Goods: 20-G-012) will be conducted through video/online conferencing using Cisco Webex on November 3, 2020 at 9:00 am.

For confirmation of attendance, prospective bidders who wish to join the virtual pre-bid conference should send the following details to the BAC Secretariat via e-mail at cvsuainbac@gmail.com on or before November 2, 2020:

- Name of Authorized Representative
- Company Name
- Contact Number, and
- Email Address (*preferably company email address*)


The general guidelines on the conduct of virtual pre-bid conference is attached as "Annex A" of this notice.

For your information and guidance.

DAVID L. CERO, PhD
BAC Chair

**General Guidelines on the Conduct of Virtual Pre-Bid Conference for the
“Supply and Delivery of Library Journals (One Year Subscription)”**

A. To Join the Pre-Bid Conference

- 1) After sending the confirmation of attendance, the BAC Secretariat will send the meeting invitation where the prospective bidder will be asked to register. After the registration is accepted or completed, the authorized representative of the prospective bidder will be provided with the **Cisco Webex Meeting ID** and **password**.
- 2) The authorized representative must select  in the Cisco Webex email invitation to join the pre-bid conference. After clicking the join button, they will be able to see and hear the people in the meeting.
- 3) The authorized representative should be available 10 minutes before the start of the pre-bid conference, preferably using laptop.

B. Attendance to the Pre-bid Conference

- 1) The authorized representatives of the prospective bidders should turn on the video for confirmation of their attendance, however, microphone should be kept on mute.
- 2) For proper documentation, the authorized representatives should key in their company name and their full name in the chat box following this format: COMPANY NAME – FULL NAME OF REPRESENTATIVE (e.g. ABCD CORPORATION – JUANA DELA CRUZ).
- 3) The authorized representative will be given time to raise their queries for every section of the Bidding Documents that will be discussed.
- 4) Those who have questions should raise their hands to be acknowledged. In the event that the Bids and Awards Committee did not notice the raising of hands, they may type in the chat box the word “QUESTION” together with their company name following this format: COMPANY NAME – QUESTION (e.g. ABCD CORPORATION – QUESTION).
- 5) The representative should wait to be acknowledged by the BAC Chairperson before speaking. The representative must state first his/her full name and the company he/she represents before asking a question or commenting.
- 6) Questions typed in the chat box as well as those **advance queries** sent through e-mail address of the BAC Secretariat will also be entertained.
- 7) Prospective bidders are advised to review all the technical specifications of the project before the scheduled pre-bidding conference for smooth flow of the pre-bid conference.

