



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
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### **MINUTES OF THE ONLINE PRE-BIDDING CONFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF HRM LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT (Upgrading of University Hotel as Training Facility for HRM Students-Main Campus)**

Present were:

David L.Cero	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Rosalie A. Pelle	- Member
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Noel A. Sedigo	- Member
Estrella Resurreccion	- Commission on Audit
Bernie Mar Malabunga	- UNECO, Observer Representative
Rene B. Betonio	- TWG Chair, Medical, Dental and Lab. Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Lab. Equipment
Terry Lopez	- Representative, Universal Commercial
Jonalyn P. Abuan	- Representative, Kitchen Mall (KMC) Corporation
Joel Nicerio	- Representative, FABJ Dynamics Enterprise
Grace Tulayao	- Representative, Merit Stainless Steel
Patrick Glenn C. Ilano	- Project Leader-CHED HRM/ End-user
Preciosa G. Eraña	- Chair, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Jayrard M. Austria	- Supply Office Staff

The online pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF HRM LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT (Upgrading of University Hotel as Training Facility for HRM Students-Main Campus) via Cisco Webex was called to order at 10:22am of June 24, 2021, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidder/s thru video-conferencing.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat and the observers, Resident State Auditor and UNECO (Union of Enterprising Cooperatives) TMC Cavite Representative. Four (4) representatives from prospective bidders/suppliers attended the online pre-bidding conference via Cisco Webex.

The Chair emphasized and clarified the following:

- ABC of the project is Twelve Million Two Hundred Seventy Five Thousand Ten Pesos (₱ 12,275,010.00).
- The breakdown of the project and all technical specifications were enumerated and discussed. All pictures are for reference only.

A. Clarifications and Changes are the following:

1. Lot G-Front Office ICT Equipment, Item No. 4 - 10 Airconditioning Units – to include installation.
2. a. Lot C. Kitchen Equipment, Item No. 1 – 4 Open Top Range Burner - Gasline for the units connecting all gas operated equipment included in the project should be included/installed. On-site inspection/visit for the purpose and other related concerns is recommended and can be scheduled in coordination with the BAC Secretariat.  
b. Lot C. Kitchen Equipment, Item No. 15 - Rational “type” Combi oven.
3. Include all brochures, pictures and descriptions in the offer.

4. One set of documents for all the lots being offered.

B. Other Concerns and Reminders:

1. The BAC is still requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Payment of bidding documents is required before submission of bids. Deadline of bid submission is on **July 8, 2021; 8:00am**, late bids will not be accepted.
3. Bid opening will be face to face, to be held on July 8, 2021 at 10:00am at CvSU International House 2.
4. Bid submission through Courier system is also allowed. However, the bid documents must be received by the BAC before the deadline of submission of bids.
5. For those who are interested to attend the face to face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to be strictly observed; that is, to wear face mask and face shield and to present a valid health certificate from Barangay or Rural Health Unit.

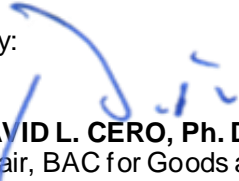
There being no other matters to be discussed, the pre-bid conference was adjourned at 10:20 am.

Prepared by:

  
**ERLA F. MATEL**  
Member, BAC Secretariat

  
**PRECIOSA G. ERAÑA**  
Chair, BAC Secretariat

Attested By:

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