



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 ONLINE PRE-BIDDING CONFERENCE**  
SUPPLY, DELIVERY AND INSTALLATION OF HOTEL AND RESTAURANT  
MANAGEMENT (HRM) LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT FOR BACoor  
CAMPUS - 2 Lots (Second Posting)

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  
Noel A. Sedigo - Member  
Rene B. Betonio - TWG Chair, Medical, Dental and Lab. Equipment  
Lani S. Rodis - TWG Member, Medical, Dental and Lab. Equipment  
Ms. Jenny - Representative, Andsons Educational Resources Inc.  
Monica Yu Hernandez - Representative, Vanguard Assessment and Behavioral Dynamics Int'l. Corp.  
Menvyluz S. Macalalad - Dean, Bacoor Campus / End-user  
Phoebe Joyce C. Villanueva - End-user, Bacoor Campus  
Jimmy M. Caltino - End-user, Bacoor Campus  
Ron Loioe Delos Ryes - End-user, Bacoor Campus  
Kathy J. Gumboc - End-user, Bacoor Campus  
Preciosa G. Eraña - Chair, BAC Secretariat  
Erla F. Matel - Member, BAC Secretariat  
Ginalyn M. Marzo - Member, BAC Secretariat  
Michael S. Del Rosario - Supply Office Staff  
Chester Jade E. Mojica - Procurement Staff

The online pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF HOTEL AND RESTAURANT MANAGEMENT (HRM) LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT FOR BACoor CAMPUS - 2 Lots (Second Posting) via Cisco Webex was called to order at 9:10am of August 5, 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, and the members of the BAC Secretariat. Two (2) 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 Four Million Eight Hundred Thirty One Thousand Eight Hundred Thirty Eight Pesos (₱ 4,831,838.00).
- The breakdown of the project is as follows:
  - Lot A – Linens (12 Items-Per Lot Bid) ₱ 574,000.00
  - Lot B – Hostel Set Up (37 Items-Per Lot Bid) ₱ 4,257,838.00
- All technical specifications were enumerated and discussed. All pictures are for reference only.

A. Clarifications and Changes are the following:

1. Lot B – Hostel Set Up
  - a. Item No. 16 – 1 Unit Front Desk Counter – *Layout Design will be provided by the end-user and to be included in the Bid Bulletin.*
  - b. Item No. 20- 1 Unit Bar - *Layout Design will be provided by the end-user and to be included in the Bid Bulletin.*

- c. Item No. 23 – 5 Units Inverter Aircon / Split Type – To Include installation of the units.
- d. Item No. 26 – 15 Pcs Customized Curtain Blinds – *Size of windows will be provided by the end-user and to be included in the Bid Bulletin.*
- e. Item No. 34 – 125 Pcs Monoblock Chairs – The color is White.
- f. One Lot License Front Office Software with Desktop - Item No. 36
- g. 6 Pcs. Water Dispenser – Item No. 37.

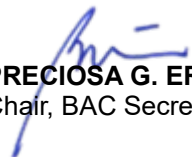
A. Other Concerns and Reminders:

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 **August 19, 2021; 8:00am**, late bids will not be accepted.
3. Bid opening will be face to face, to be held on **August 19, 2021 at 9:00am** at CvSU International House 2. Any postponement will be properly communicated.
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.

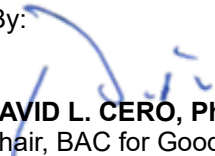
There being no other matters to be discussed, the pre-bid conference was adjourned at 9:40 am.

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