



MINUTES OF THE ONLINE PRE-BIDDING CONFERENCE
Supply, Delivery and Installation of IT Laboratory Equipment
(Establishment of iLab as an Innovation Laboratory for Global Education and Digital Citizenship)

Present were:

David L.Cero - Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan - Vice Chair
Edwina O. Roderos - Member
Gerry M. Castillo - Member
Emeline C. Guevarra - TWG Chair, Computer and Office Equipment
Dindo C. Marges - TWG Member, Computer and Office Equipment
Maria Soledad M. Lising- ILCLO Director / End-user, iLab Project
Cielo A. Vicedo - ILCLO Staff
Mhila Matel - Representative, Masangkay Computer Center
Preciosa G. Eraña - Chair, BAC Secretariat
Roselyn M. Maranan - Member, BAC Secretariat
Chester Jade E. Mojica - Procurement Staff
Jayrard M. Austria - Supply Office Staff

The online pre-bidding conference for the Supply, Delivery and Installation of IT Laboratory Equipment (Establishment of iLab as an Innovation Laboratory for Global Education and Digital Citizenship) via Cisco Webex was called to order at 9:25am of February 3, 2022, 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. Observers from UNECO (Union of Enterprising Cooperatives) TMC Cavite and COA representative were also invited but cannot attend the pre-bidding conference. Only the representative from Masangkay Computer Center 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 Fifty Thousand Pesos (₱ 4,850,000.00).
- The technical specifications were enumerated and discussed.

A. Clarifications are the following:

1. The project is **bid all** for the three (3) lots enumerated, include cost per item.
2. The delivery period is 30 days open for extension with valid reason/s.

B. Other Concerns and Reminders:

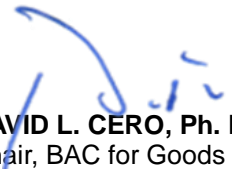
1. The BAC is still requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Payment of bidding documents is required before submission of bids. Deadline of bid submission is on **February 17, 2022; 8:00am**, late bids will not be accepted.
3. Bid opening will be face to face, to be held on **February 17, 2022 at 9:30am** 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.

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

Prepared by:

Attested By:


PRECIOSA G. ERAÑA
Chair, BAC Secretariat


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