



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND DELIVERY OF OFFICE PARTITION
LOT A: CEMDS
LOT B: BACOR CAMPUS

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Sancho B. Bayot	- TWG Chair, Office Fixtures
Rosalie A. Pelle	- TWG Member, Office Fixtures
Emerson C. Lascano	- TWG Member, Office Fixtures
David R. Diestro	- JTCCI
Joaquin Cyam Chua	- JTCCI
Jesus Chua	- JTCCI
Jerico G. Flores	- Design Excellence
Irene A. Ong	- Distinctive Blinds & Office Systems
Cheza Nacarno	- Roseco Marteing Ventures
Ferrie Mae Lirazan	- Peniton Trading
Rosemarie dela Cruz	- ACMI Office Systems Phils Inc
Josie Bagacali	- ACMI Office Systems Phils Inc
Danny Deleza	- LBPI Design International Inc
Junty Tolentino	- 3G Powerplus 2C Corp
Elmer Sason	- Vegazon Construction Inc.
Connie E. Liboon	- Filcrafts Inc.
Alyssa Maritoni Liboon	- Filcrafts Inc.
Tita C. Lopez	- End-user, CEMDS
Zannie Gamuyao	- End-user, Bacoar Campus
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat
Chester Jade Mojica	- Staff, Procurement Office

The face-to-face pre-bidding conference for the SUPPLY AND DELIVERY OF OFFICE PARTITION LOT A: CEMDS; LOT B: BACOR CAMPUS held at Cvsu Hostel Tropicana was called to order at 11:30 am on June 23, 2022, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidder/s.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No COA and private sector representatives attended the conference. Ten (10) prospective bidders/suppliers attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. ABC of the project is Five Million Two Hundred Forty-Nine Thousand Four Hundred Ten Pesos (P 5,249,410.00).
2. The general requirements and technical specifications were presented.

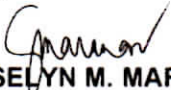
Revision/ Addition of other specs:

- The TWG emphasized that the glass included in the partition should be with design to be approved by the end-user. Glass sticker as design is acceptable;


- The required glass size included in the partition is 22cm in height;
 - New Proposed Floor Plan for Department of Economics and Department of Development Studies on Lot A: CEMDS will be posted as Bid Bulletin
 - The bidders are requested to submit / include brochures of furniture to their bidding documents and itemized the unit price of their bid;
 - The ABC for AVR (Lot A: CEMDS) lacks ₱87,800.00 for Item #1. The BAC Chair clarified that the total ABC of the project is still enough to cover all the items in Lot A: CEMDS.
 - Bidding Documents is Six Thousand Pesos (₱6,000.00)
 - Warranty against factory defect under normal condition is set to 2years.
3. For the purpose of uniformity, the financial bid of the prospective bidders shall follow the prescribed format/ template of the University.
- B. Queries/ Clarifications:
1. Queries and clarification from the prospective bidders are as follows:
- It was clarified that the partition should be powder-coated, silver-finish aluminum end-trims;
 - The laminated partition should be at least HPL;
 - The thickness will stick to minimum of 42mm;
 - The specification for Lot B: Bacoar Campus of Office Chair, Executive Chair and Sofa set was change from leather to leatherette
 - The end-user (Bacoar Campus) will provide reference picture for the furniture to be posted as Bid Bulletin;
3. The bidders are recommended to do on-site inspection, but Certificate of Appearance is not required.
4. The project is on a bid per Lot basis.
- C. Other Matters:
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
 2. Bid documents should be packaged well preferably with "dog tags" for easy scanning of all the BAC members.
 3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on July 13, 2022; at 9:00 am, late bids will not be accepted.
 4. The face-to-face bid opening will be held on July 13, 2022, at 11:30 am at CvSU Hostel Tropicana.
 5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline of submission of bids.
 6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat.
 7. 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 observe following the IATF guidelines, thus, bringing of COVID-19 Vaccination Card/ Certificate is a must upon entry into the University, and wearing face masks and social distancing must be observed at all times during the bid conference.

Since there are no queries from the bidders and the BAC members, and there are no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 12:30 pm.

Prepared by:


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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