



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino De las Alas Campus**  
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**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT FOR RESEARCH CENTER**

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Marlene Grafilo	- End-user
Vicente Vasquez	- Pro Maintech Consultancy, Inc.
Elizabeth Gabillete	- Levins International Corp
Junty Tolentino	- 3G Powerplus 2C Corp
Elmer Sayson	- Vegazon
Maria Lourdes Manikis	- Rainphil
John Moises Santos	- Grit Lab
Dennis Causihan	- Bidder
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 LABORATORY EQUIPMENT FOR RESEARCH CENTER held at CvSU Hostel Tropicana was called to order at 2:00 pm 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. Seven (7) prospective bidders/suppliers attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. ABC of the project is Four Million Seven Hundred Sixteen Thousand Pesos (₱ 4,716,000.00).
2. The general requirements and technical specifications were presented.

Revision/ Addition of other specs:

Item #4 Distillation Set Up with Heating Mantle

Quantity: 3 units  
Unit Cost: ₱96,000.00  
Total Cost: ₱288,000.00

Item #15 Fumehood

Quantity: 1 unit  
Unit Cost: ₱360,000.00  
Total Cost: ₱360,000.00

3. Per item bid basis

B. Queries/ Clarifications:

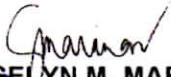
1. The published delivery period is retained but request for extension is allowed based on justifiable grounds.
2. The prospective bidder/s clarified the material to be used for Stainless Steel Counter Laboratory Bench with Lab stool. The Chair specified to retain the original specifications by the end-user. For uniformity, inspection of the existing cabinets is recommended.
3. The Chair announced the postponement of the posted deadline of bid submission and Bidding Conference/Bid Opening schedule from July 7, 2022 to July 13, 2022, but of the same time and the same venue.

C. Other Matters:

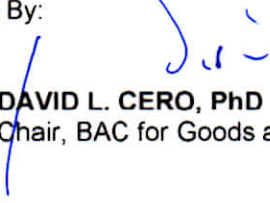
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well preferably with "dog tags" for easy scanning of all the BAC members.
3. Payment of bidding documents 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 2:00 pm 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 2:30 pm.

Prepared by:

  
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Attested By:

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