



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
www.cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS EQUIPMENT FOR THE NCRDEC
PRODUCT DEVELOPMENT FACILITY

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Jazmin P. Cubillo	- Member
Rene B. Betonio	- TWG Chair, Medical, Dental & Laboratory Equipment
Lani S. Rodis	- TWG Member, Medical, Dental & Laboratory Equipment
Emmaroce Fernandez	- End-User, NCRDEC
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	- Procurement Staff

The pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS EQUIPMENT FOR THE NCRDEC PRODUCT DEVELOPMENT FACILITY held at Hostel Tropicana was called to order at 1:30 pm on December 14, 2022, and was presided over by the BAC Chair, Ms. Lolita G. Herrera.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No potential bidders, COA, and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Two Million Seven Hundred Twenty Thousand Pesos (₱ 2,720,000.00).
2. The source of funds for the project is CvSU Trust Fund.
3. Since no potential bidders attended, the general requirements and technical specifications of the requested item was not presented.

B. 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 and should contain "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 December 28, 2022, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on December 28, 2022, at 1:30 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 for the submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted.
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.

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 1:45 pm.

Prepared by:


ERLA F. MATEL
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


LOLITA G. HERRERA
Chair, BAC for Goods and Consulting Services