



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 OFFICE PARTITION FOR TRECE
MARTIRES CITY CAMPUS

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- BAC Member
Jazmin P. Cubillo	- BAC Member
Sancho B. Bayot	- TWG Chair, Office Fixtures
Emerson C. Lascano	- TWG Member, Office Fixtures
Belleth Hosmillo	- End-User, Trece Martires City Campus
Gwena Lontoc	- End-User, Trece Martires City Campus
Helen Grace Elfa	- OFB Ventures
John Marvin Fadri	- Asahi Design Centre Inc
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 OFFICE PARTITION FOR TRECE MARTIRES CITY CAMPUS held at Hostel Tropicana was called to order at 3:00 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 Four Million Three Hundred Thousand Pesos (₱4,300,000.00).
2. The source of funds for the project is CvSU Fund 164.
3. The general requirements and technical specifications were presented.

B. Queries from the prospective bidders/ Agreements:

1. The representative from Asahi Design Centre Inc clarified if the requested partitions are laminated partition and if the height of the partition is 2.8 meters from the ground or from the ceiling.
2. The TWG and end-user answered that it is laminated partition and its height is 2.8 meters from the ground.
3. The BAC Chairman recommends to the prospective bidders to do site inspection, but Certificate of Appearance is not required.

4. The representative from Asahi Design Centre Inc again asked items #5 and #7 which are visitor's chair and school chair in which the posted picture contradict the narrative description specified.
5. The BAC Chair clarified that the narrative description will be followed and not the picture posted together with the technical specifications.
6. The representative from OFB Ventures inquire how many copies of bid documents will be submitted.
7. The BAC Chair emphasize that 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.
8. The representative from Asahi Design Centre Inc asked about the delivery period of 30 days.
9. The BAC Chair explained that the standard delivery period is 30-days but the winning bidder may request an extension before the 30-day deadline and is subject for BAC approval.

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 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 pm, late bids will not be accepted.
4. The face-to-face bid opening will be held on December 28, 2022, at 3:00 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 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. The University is implementing a health protocol to observe following the IATF guidelines, thus, wearing of 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 3:30 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