



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 ICT AND OTHER EQUIPMENT FOR CvSU  
SYSTEM – EARLY PROCUREMENT**

**LOT D: SUPPLY, DELIVERY AND INSTALLATION OF CLONED DESKTOP COMPUTER  
FOR CCL**

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
Emeline Guevarra	- End-User/TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Bea Ong	- Joebz Computer
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	- Member, BAC Secretariat

The pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF ICT AND OTHER EQUIPMENT FOR CvSU SYSTEM – EARLY PROCUREMENT – LOT D: SUPPLY, DELIVERY AND INSTALLATION OF CLONED DESKTOP COMPUTER FOR CCL held at Hostel Tropicana was called to order at 4:00 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 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 Nine Hundred Twenty Thousand Pesos (₱4,920,000.00).
2. The source of funds for the project is CvSU Fund 101.
3. The general requirements and technical specifications of the requested item was not presented, and the Chair closed the conference around 4:30pm.
4. A prospective bidder arrived at the hall around 4:50pm and was informed by the BAC secretariat that the pre-bidding conference were already closed by 4:30pm. Also, they were advised to send their inquiry through email if they have any clarification regarding the posted project.

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 4:00 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.


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 4:30 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