



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

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF DRRM EQUIPMENT FOR CCJ

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Edwina O. Roderos	- BAC Member
Rene B. Betonio	- TWG Chair, Medical, Dental and Lab. Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Lab. Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Lab. Equipment
Emeline Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Elizabeth Calag	- Representative, Aspen Multi-Systems Corp.
Vicente Vasquez	- Representative, PMCI
Diana Arpon	- Representative, QUEAY Climate Specialist
Earon Cabasal	- Representative, QUEAY Climate Specialist
Christine Maurice Cerezo	- Representative, SJEJ Enterprises
Jayson Dominguez	- Representative, ZPM Trading
Ryan Reynoso	- Representative, Uni Tec Global
Famela Iza Cabe-Matic	- End-User/Dean, CCJ
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Erla F. Matel	- Member, BAC Secretariat
Chester Jade E. Mojica	- Procurement Staff

The pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF DRRM EQUIPMENT FOR CCJ held at International House II was called to order at 3:30PM on March 15, 2023, 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 bidder, COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Thirty-Three Million One Hundred Sixty-Four Thousand Six Hundred Eighteen Pesos (₱ 33,164,618.00).
2. The source of funds for the project is CvSU GAA.
3. The general requirements and technical specifications were presented.

B. Queries from the prospective bidders/ Agreements:

1. PMCI representative contested that specifications of the Ultrasonic Pulse Velocity Tester are specific to one brand.
2. The BAC Chair reiterated that specifications of the item is generic as the word "approximately" is mentioned.
3. One of the prospective bidder inquired if bid is a per lot basis and BAC affirmed.
4. One of the prospective bidder asked for the SLCC to be submitted.
5. The BAC Chair stated that the same SLCC may be used for the related lots.
6. Representative of PMCI clarified that the SLCC to be used for Lot A if it is considered as a laboratory equipment.

7. The BAC Chair reiterated that since the title pertains to Infrastructure then SLCC for Infra shall be used.
8. EORoderos, BAC Member, suggested to seek the assistance of the TWG for Laboratory for Infrastructure and The BAC Chair agreed.
9. The BAC Chair also reiterated that all other queries will be entertained until March 20, 2023 and that any changes to the technical specifications will be posted as bid bulletin.

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 March 29, 2023, at 8:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on March 29, 2023, at 3:30 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 Link.Biz 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, 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 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