



**MINUTES OF THE PRE- NEGOTIATION CONFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF HRM LABORATORY SUPPLIES, MATERIALS**  
**AND EQUIPMENT – NEGOTIATED PROCUREMENT**  
**(BACCOOR CAMPUS)**

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Zannie I. Gamuyao	- End-user, Bacoor Campus
Michael Ervin Tuva	- End-user, Bacoor Campus
Ronald P. Peña	- TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
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
Arleen C. Panaligan	- TWG Member, Medical, Dental and Lab. Equipment
Sancho B. Bayot	- TWG Chair, Office Fixtures
Emerson C. Lascano	- TWG Member, Office Fixtures
Salvio Tolentino	- 3G Powerplus
Connie E. Liboon	- Filcrafters, Inc.
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Chester Jade Mojica	- Procurement Staff

The pre-negotiation conference for the SUPPLY, DELIVERY, AND INSTALLATION OF HRM LABORATORY SUPPLIES AND MATERIALS – NEGOTIATED PROCUREMENT held at CvsU-International House II was called to order at 3:00PM on March 14, 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. The Chair also acknowledged the presence of two (2) representative of the prospective bidders. No COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The total ABC of the project is Four Million Eight Hundred Thirty-One Thousand Eight Hundred Thirty-Eight Pesos (₱4,831,838.00).
2. The project is divided into two (2) lots which are: Lot A: Supply and Delivery of Linens with an ABC of ₱817,500.00; and Lot B: Furniture, Fixture and Other Equipment with an ABC of ₱4,014,338.00.
3. The source of funds for the project is Fund 164-Income.
4. The general requirements and technical specifications were presented for the two lots.

B. Queries from the prospective bidders/ Agreements:

1. The Chair requested the end-user and TWG to double check the warranty provisions for the requested items as well as the pricing of each item.
2. The end-user justified that the quality of each item on the project were also based on the items being used in a Five-Star Hotels, wherein being a globally-competitive university, they would like for the students to familiarize, learn and experience using the same supplies and equipment. The end-user also added that even in competitions, they are using the same quality of products, that's why they are preparing their students once global competitions is open.
3. The Chair emphasized that any changes to the technical specifications and requirements will be posted as bid bulletin.
4. The Chair announced the deadline of submission of bids is on March 28, 2023, 12:00PM at Procurement Office, Administration Building and the schedule of Negotiated Conference / Bid Opening is on March 28, 2023, 3:00PM at CvSU-Hostel Tropicana.

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, (Original Copy, Copy 1 and Copy 2).
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 28, 2023, at 8:00AM, late bids will not be accepted.
4. 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.
5. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted.
6. 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 3:30PM.

Prepared by:

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

Attested by:



**LOLITA G. HERRERA**

Chair, BAC for Goods and Consulting Services