



MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT FOR RESEARCH CENTER

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- 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
Arleen Panaligan	- TWG Member, Medical, Dental and Lab. Equipment
Jhun Jhun Capulong	- Representative, Fil-Anaserve Inc.
Elizabeth Gabillete	- Representative, Levins International Corp.
Ace Gabay	- Representative, Jordal
Vicente Vasquez	- Representative, PMCI
John Moises Santos	- Representative, Grit Lab
Ampie Rose Bataclan	- Representative, Gecar Machine Solutions Inc.
Julie Ann V. Asuncion	- Representative, Diamed Enterprises
Jerald P. Almonte	- Representative, Almonte Enterprise
Elizabeth Calag	- Representative, Aspen Multi-Systems Corp.
Allysa Aguilana	- Representative, Mt. Zion Scientific Inc.
Francisco L. Go Jr.	- Representative, Scigate Technology Corp.
Yves Roy R. Tibayan	- End-User, Research Center
Jacob M. Gomez	- End-User, Research Center
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 LABORATORY EQUIPMENT FOR RESEARCH CENTER held at International House II was called to order at 1:00PM on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of eleven (11) representative of the prospective bidders.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No bidder, 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 One Hundred Ninety-Six Thousand Pesos (₱2,196,000.00).
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. AGabay of Jordal Medical requested for the Trap Temp of the Freeze Dryer to be within the range of -80 to -84 and the capacity be within the range of 1.5 to 2 liters.
2. YRTibayan agreed on the adjustment of the Trap Temp but retained the capacity of 2liters.

3. V. Vasquez of PMCI requested for the dimension to be removed and end-user agreed as long as the specifications for the Cold Trap Temp and Capacity is met.
4. J. Almonte clarified if the bid is per item and offered a higher specification for the Laboratory Stomacher.
5. The BAC Chair as agreed upon noted that the award of is per item basis and specifications mentioned will be the minimum requirements.
6. A. Bataclan of Gecar Machine Solutions suggested to adjust the size of the Trap for Freeze Dryer to 270 x 400.
7. YRTibayan reiterated that as long as the requirement for the Cold Trap Temp and Capacity is met, the Trap Size can also be adjusted.
8. The BAC, TWG and end-user agreed to set the range of the Trap Size to 270-300 x L375-400.
9. J. Capulong of Fil-Anaserve asked for the type of the Freeze Dryer.
10. YRTibayan prefer the floor-type equipment for better mobility.
11. The BAC Chair specified to retain the same requirement but with additional Floor-Type specification.
12. J. Asuncion of Diamed Enterprise asked if they can only offer one(1) year warranty for Horizontal Gel Electrophoresis System since the item is a small unit. Also, the calibration and PMS is not available for the said unit.
13. YRTibayan suggested to specify warranty for each item.
14. The BAC Chair informed bidders that TWG will evaluate the appropriate warranty for each item.
15. One of the prospective bidders asked on the lead time and requested for 60-90 days.
16. The BAC Chair answered that 30 days is the standard lead time, however, in case winning bidder cannot deliver the item within the specified period, they may request for an extension before the expiry of the 30-day period.
17. The representative from Aspen Multi-system Corp. asked for the specifications for heating mantle in the Soxhlet Extraction Set up and requested for the glassware set up to have a one (1) year warranty.
18. YRTibayan clarified that heating mantle needs no specifications and it just have to meet the 500ml capacity of the glassware sets
19. The prospective bidders asked for the adjustment of year coverage of SLCC from two (2) years to five (5) years where the BAC agreed since it is pandemic in the past years.
20. BAC Chair also reiterated that any changes to the technical specifications will be posted as bid bulletin.

C. Other Matters:

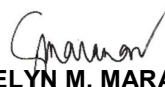
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "dog tags" for easy scanning of all the BAC members.

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 1:00PM 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 1:30 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