



MINUTES OF THE PRE-BIDDING CONFERENCE
Supply and Delivery of Furniture and Equipment for CON

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
Arleen Panaligan	- TWG Member, Medical, Dental and Lab. Equipment
Jhun Jhun Capulong	- Representative, Fil-Anaserve Inc.
Ace Gabay	- Representative, Jordal Medical System
Vicente Vasquez	- Representative, PMCI
John Moises Santos	- Representative, Grit Lab
Elizabeth Calag	- Representative, Aspen Multi-Systems Corp.
Allysa Aguilana	- Representative, Mt. Zion Scientific Inc.
Francisco L. Go Jr.	- Representative, Scigate Technology Corp.
Lawrence Yap	- Representative, S&E Solutions, Inc.
Lalane Barrion	- Representative, Creyfern Rich Star, Co.
Hydra Jane O.Pantilgan	- End-User, CON
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 and Delivery of Furniture and Equipment for CON held at International House II was called to order at 1:30 pm on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of nine (9) 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 COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million One Hundred Forty-Five Thousand Pesos (₱1,145,000.00).
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 end user clarified that the length of the cabinets should be 1.00m.
2. The prospective bidders inquired if items can be on a bid-all basis.
3. The BAC, TWG and end-user decided to award the project on bid-all / one (1) lot basis.
4. One of the prospective bidder clarified if the basis for the bid is per item or the total bid amount.
5. The BAC, TWG and end-user agreed that the basis will be the total bid amount.

6. Another prospective bidder raised a question on the format to be followed on the submission of the Technical documents.
7. The BAC Chair informed them that all forms are standard forms and can be downloaded from the GPPB portal.
8. The prospective bidders asked for a five (5) year adjustment on SLCC instead of two (2) years, where the BAC agreed.
9. One of the prospective bidders inquired on the thickness of the cabinets and shelves and suggested for gauge 0.8, while another bidder wants to know the items to be placed in the cabinet to assess the thickness of the shelves.
10. The end-user informed them that plastic and silicone mannequin models will be stored in the cabinet.
11. The BAC Chair directed the TWG and the end-user to come up with a more specific description of the cabinets and that any changes to the technical specifications will be posted as bid bulletin.
12. BAC Chair also reiterated that all other queries will be entertained until March 20, 2023.

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 1:30 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 2:00 pm.

Prepared by:


ERLA F. MATEL
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:

A handwritten signature in black ink, appearing to read 'LGH', is written over a light gray, textured rectangular background.

LOLITA G. HERRERA

Chair, BAC for Goods and Consulting Services