



**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF HUMAN AND ANIMAL TEACHING SYSTEM**  
**FOR COM**

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	- 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
Elizabeth Mora	- Representative, Labtraders, Inc.
Elizabeth Calag	- Representative, Aspen MultiSystems Corp.
Francisco L. Go Jr.	- Representative, Scigate Technology Corp.
Franz Josef Biboso	- End-User, COM
Eleanor Galvez	- End-User, COM
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 HUMAN AND ANIMAL TEACHING SYSTEM FOR COM held at International House II was called to order at 2:00 pm on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of three (3) 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 Four Million Five Hundred Thousand Pesos (₱ 4,500,000.00).
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. One of the prospective bidders noticed the typographical error on the specifications for Nerve and Muscle Kit III is the same as the specification for Human Respiratory Kit.
2. The BAC Chair asked the end-user to double check the specifications and corrections will be included in the bid bulletin.
3. The prospective bidder asked if they could offer the equivalent items or a counteroffer.
4. The end-user is amenable as long as the specifications met the minimum requirement.
5. One of the prospective bidders suggested that winning bidder must have a demo equipment to check if the item complies with the minimum requirement.
6. Another prospective bidder suggested to the TWG to evaluate the previously delivered item of the lowest calculated bidder instead of a demo item.

7. The BAC Chair explained that it is included in the standard procedure of the post qualification.
8. 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 2:00 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 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 2:30 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