



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 ICT EQUIPMENT FOR PROJECT LINK
(CARMONA CAMPUS) – 2ND POSTING

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
Emeline Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Richard L. Hernandez	- End-User, Carmona Campus
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 ICT EQUIPMENT FOR PROJECT LINK (CARMONA CAMPUS) – 2ND POSTING held at International House II was called to order at 2:30PM 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 One Million Three Hundred Thirty-Eight Thousand Pesos (₱1,338,000.00).
2. The source of funds for the project is CvSU Trust Miscellaneous.
3. The general requirements and technical specifications were presented.

B. 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 2:30 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 3:00 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