



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 PSYCHOLOGY LABORATORY SUPPLIES,  
MATERIALS AND EQUIPMENT – 2<sup>ND</sup> NEGOTIATED PROCUREMENT

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Noel A. Sedigo	- Member
Gerry M. Castillo	- Member
Roderick M. Rupido	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Laboratory Equipment
Arleen C. Panaligan	- TWG Member, Medical, Dental and Laboratory Equipment
Sancho Bayot, Jr.	- TWG Chair, Office Fixtures
Larry E. Rocela	- TWG Member, Infrastructure Projects, Construction, Electrical Supplies and Materials
Elpidio N. Roderos, Jr.	- TWG Member, Infrastructure Projects, Construction, Electrical Supplies and Materials
Catherine R. Mojica	- TWG Chair, Journals and Other Printed Materials
Liwayway P. Taglinao	- TWG Member, Journals and Other Printed Materials
Katy B. Gumboc	- Representative, Bacoor Campus
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, BAC Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Chester Jade Mojica	- Staff, Procurement Office

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF PSYCHOLOGY LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT – 2<sup>ND</sup> NEGOTIATED PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 3:00 p.m. 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. Unfortunately, no prospective bidders, 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 Seven Hundred Thirty-Nine Thousand Nine Hundred Eighty Pesos (₱ 1,739,980.00) which is divided into five (5) lots. The divided lots are the following: Lot A – Improvement of Psychology Laboratory Rooms amounting to Three Hundred Eighty-Five Thousand One Hundred Twenty-Four Pesos and Fifty-Eight Centavos (₱ 385,124.58); Lot B – Biopsychology Equipment with an ABC of One Hundred Thirty Thousand Pesos (₱ 130,000.00); Lot C – ICT Equipment with an ABC of Four hundred Thirty Thousand Pesos (₱ 430,000.00); Lot D – Simulation and Testing Room Furniture amounting to Four Hundred Fifty Thousand Eight Hundred Pesos (₱

450,800.00); and Lot E - Psychological Testing Materials with an ABC of Three Hundred Thirty-Four Thousand Fifty-Five Pesos and Forty-Two Centavos (₱ 334,055.42).

2. The source of funds for the project is Fund 101.
3. The general requirements and technical specifications were presented.

B. Agreements:

1. The committee agreed to stick with the original specifications as submitted by the End-User.

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 "ear 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 May 17, 2023; at 8:00 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on May 17, 2023, at 3:00 p.m. 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 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, 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 3:10 p.m.

Prepared by:

  
**AL EUGENE L. TORRES**  
Member, BAC Secretariat

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

Attested By:

  
**LOLITA G. HERRERA**  
Chair, BAC for Goods and Consulting Services