



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 AND OTHER EQUIPMENT
FOR CvSU SYSTEM

Present were:

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|-------------------------|--|
| 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 |
| Jonjie Palinas | - Representative, Techconek Philippines Inc. |
| John Gavieta | - Representative, Mustard Seed |
| Erica Duma | - Representative, POI |
| Oscar Tabilon | - Representative, Unison Computer Systems |
| Andrea Pauline Octurnal | - Representative, Pront Systems |
| Anzley P. Crusis | - End-User, CEIT |
| 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 |
| Ginalyn M. Marzo | - Member, BAC Secretariat |
| Chester Jade Mojica | - Staff, Procurement Office |

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY, AND INSTALLATION OF ICT AND OTHER EQUIPMENT FOR CvSU SYSTEM held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 4:00 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. The Chair also acknowledged the presence of four (4) representatives from the prospective bidders. No COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Nineteen Million Four Hundred Thirty Thousand Pesos (₱ 19,430,000.00) which is divided into four (4) lots. The divided lots are the following: Lot A – ICT Equipment for Initial Local Area Network Connection amounting to Eight Million Three Hundred Fifty-Two Thousand One Hundred Pesos (₱ 8,352,100.00); Lot B – Supply and Delivery of Various Multimedia Equipment with an ABC of Four Hundred Ninety-Three Thousand Pesos (₱ 493,000.00); Lot C – Supply, Delivery, and Installation of ICT Equipment for Networking with an ABC of Nine Million Three Hundred Two Thousand Five Hundred Pesos (₱ 9,302,500.00); and Lot D – Supply and Delivery of Various Devices amounting to One Million Two Hundred Eighty-Two Thousand Four Hundred Pesos (₱ 1,282,400.00).

2. The source of funds for the project is Fund 101.
 3. The general requirements and technical specifications were presented.
- B. Queries/ Clarifications from the prospective bidders:
1. The representative from Unison Computer Systems noticed that Cisco (brand name) is indicated in some of the items requested. He then cited that based on the provisions of R.A. 9184, that brand names are not allowed to be included in the technical specifications.
 2. The TWG Chair for computer and office equipment mentioned that to avoid compatibility issues (in case other brands will be delivered) and since the existing devices installed in the University is already Cisco, therefore, the End-User also prefers Cisco devices to be procured for this project. Moreover, the system administrator will be at ease in terms of management and maintenance of the system/ devices since she mentioned that they are trained in managing Cisco networks/ systems/ devices.
 3. The BAC Chair cited the provisions of Section 18 (Reference to brand names) of R.A. 9184 which states that *"Specifications for the procurement of goods shall be based on the relevant characteristics, functionality and/or performance requirements. Reference to brand names shall not be allowed **except** for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality, and useful life of the equipment"*. Due to this, the committee decided to still include the "Cisco" brand name in the technical specifications submitted by the End-User.
 4. The representative from Unison Computer Systems replied that the provisions stipulated in the R.A. 9184 on brand names are duly noted. However, he suggested to include at least 1 Cisco Certified Network Associate (CCNA) from the company in the specifications to ensure that all bidders have a CCNA that will administer/ perform the Cisco system/ network.
 5. The TWG Chair for computer and office equipment emphasized that there is a requirement for the bidders/ suppliers to include or have at least 1 CCNA. Moreover, the Chair reiterated that site inspection is required for all bidders. The system designs and floor plans are to be provided to the prospective bidders.
 6. The BAC Chair added that a Certificate of Site Inspection is a requirement as an attachment to bid documents to be submitted. System designs and floor plans will posted as bid bulletin.
 7. The representative from Mustard Seed Systems Corporation, inquired about the duration of the site inspection if it is only until May 8, 2023. Moreover, the prospective bidder suggested to BAC of providing them with a schedule of site inspections on all campuses.
 8. The BAC Chair mentioned that the site inspection should be conducted before the submission of bids which is scheduled on May 17, 2023 since the Certificate of Site Inspection is a requirement attached to the bid documents. Moreover, with regard to the site inspection, the committee could not provide a specific schedule due to issues with the availability of the bidders and the End-User for each of the campuses. The BAC Chair suggested that the bidders should schedule their own site inspection. Site inspection should be conducted from Monday to Thursday, 7:00 a.m. to 6:00 p.m. in observance of the University's policy on a 4-day work week. Bidders are also advised to

inform the BAC Secretariat of the schedule of their site inspection to properly endorse them to the person in charge of the project for each campus.

9. The representative from Mustard Seed Systems Corporation mentioned that the delivery date of 30 days for the project is too short since the preferred brand of the End-User is Cisco the devices will be ordered overseas.
10. The BAC Chair reiterated that the standard delivery period is only 30 days, however, the BAC is open to accepting requests for the extension of the delivery period from the winning bidder subject to the review and approval of the TWG and the End-User.
11. On the CCNA, the representative from Mustard Seed Systems Corporation suggested that CCNA must be an organic employee of the company.
12. The TWG Chair emphasized that CCNA is a requirement, however, they are aware that some companies are sub-contracting the configuration of the system. There are instances that the configuration of the system will be outsourced to another company but with the supervision of the dealer. With this, the TWG Chair is not sure if the committee will allow/ accept the suggestion of the representative from Mustard Seed Systems Corporation.
13. After thorough deliberation, the committee decided that CCNA personnel will be accepted regardless of whether they are an organic employee of the dealer or an employee of the sub-con company for as long as the winning bidder will deliver the products within the given budget and time allocation. Moreover, the BAC Chair emphasized that the winning bidder will not be able to obtain a certificate of inspection and acceptance issued by the BAC until such time that all the items are delivered and configured.
14. The representative from Mustard Seed Systems Corporation clarified if there is a requirement that the dealers must be Cisco certified/ authorized resellers. If so, Cisco is requiring 1 organic CCNA employee of the company/ dealer for it to be authorized. The bidder mentioned that CvSU will suffer if CCNA will be outsourced by the dealers due to capability issues in the after-sales service and support.
15. The committee agreed that the prospective bidders must be Cisco certified/ authorized resellers. With regard to the CCNA issue, the BAC Chair reiterated that after the bidding, a post-qualification evaluation will be conducted by the TWG to the winning bidder to make or unmake the award. The evaluation will determine if the dealer is capable of delivering the product and can provide the certifications needed. If in case that the winning bidder outsourced the CCNA, the BAC will require them to submit a supplemental document to support that they will be obliged to deliver as expected including the after-sales service and support.
16. The representative from Mustard Seed Systems Corporation clarified to the committee if the Fiber Optic Cable on item no. 5 of Lot A is 800 pcs or 800 meters. The bidder also asked if the SLCC that they will prepare is only 50% of the lot that they will be joining. Also, he noticed that the SLCC is only for the last 2 years, he inquired if the committee may consider extending it for the last 5 years since for the last 2 years that we have experienced the pandemic, no customers are availing of the particular service (structured network cabling) that they provide.
17. The BAC Chair corrected the unit of measure of the requested product on item no. 5. The requested item must be in meters not in pcs. For the SLCC, the bidders will only

prepare 50% of the lot that they will be joining and the time period is extended to up to 5 years instead of 2 years.

18. The representative from Mustard Seed Systems Corporation suggested to also include the “as build plan” as an additional requirement.
19. The TWG Chair agreed with the suggestion of the prospective bidder since it is an important aspect.
20. The representative from Mustard Seed Systems Corporation asked if the SLCC is only the ICT-related contracts. Moreover, the bidder asked if only one (1) technical document is needed to submit if in case they will not join all the lots.
21. The BAC Chair mentioned that the SLCC will be those related contracts per lot. Moreover, as per the BAC Secretariat, one (1) technical document is allowed while financial documents must be prepared and submitted per lot.
22. The BAC Chair reiterated that all the agreements will be included in the bid bulletin.

C. Revised Specifications/ Agreements:

Lot A – ICT Equipment for Initial Local Area Network Connection

Item No. 5 – 800 meters Fiber Optic Cable

Additional requirement/ information:

- Must have at least 1 Cisco Certified Network Associate (CCNA)
- Dealers/ bidders must be an authorized Cisco reseller (provide certificate from Cisco)
- Provide the “as build plan” document
- Site inspection is required (provide certificate of site inspection)
- SLCC: related contracts per lot for the last 5 years

Lots B to D

No revisions in the specifications.

D. Other Matters:

1. Other queries from the prospective bidders will be accepted until May 8, 2023.
2. 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.
3. Bid documents should be packaged well and should contain “ear tags” for easy scanning of all the BAC members.
4. 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.
5. The face-to-face bid opening will be held on May 17, 2023, at 4:00 p.m. at CvSU Hostel Tropicana.
6. 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.

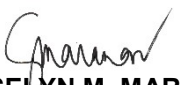
7. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank Link.Biz is accepted.
8. For those who are interested to attend the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to be strictly observed.

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 5:00 p.m.

Prepared by:




AL EUGENE L. TORRES
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ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:



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