



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND DELIVERY OF ADVANCED MULTIPURPOSE PATIENT SIMULATOR FOR COM

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
Laurice Jane Herrera	- Representative, Zammeds Medical System Inc.
Francisco L. Go, Jr.	- Representative, Scigate Technology Corporation
Elizabeth Calag	- Representative, Aspen Multi-system Corporation
Franz Josef Biboso	- End-User, College of Medicine
Rayann Karlo Velando	- Staff, College of Medicine
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 AND DELIVERY OF ADVANCED MULTIPURPOSE PATIENT SIMULATOR FOR COM held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 9:30 a.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 three (3) 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 Eight Million Five Hundred Thousand Pesos (₱ 8,500,000.00).
2. The source of funds for the project is Fund 164- Income.
3. The general requirements and technical specifications were presented.

4. As per deliberation of the TWG, End-User and BAC, the Surface Pro 7 Plus Specs will be changed to Tablet PC Specs. Likewise, software and operating system specifications will be changed to a licensed version instead of a trial one.

5. Moreover, the TWG Chair for computer and office equipment suggested replacing the PC processor specification with i7 instead of i5.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Aspen Multi-System Corp. agreed with the suggestion of the Chair for computer and office equipment on replacing PC processor specification with i7 instead of i5.

2. The representative from Scigate Technology Corp. disagreed with the suggestion. He emphasized that software and processor upgrading or offering a more advanced software is not advisable because of compatibility issues.

3. The TWG Chair for computer and office equipment reiterated that they are after with the upgrading of the hardware (processor), not the software. She emphasized that all the manufactured hardware available in the market is upward compatible with any software.

4. The representative from Scigate Technology Corp. took note of the suggestion and explanation of the TWG Chair with regard to hardware updating. The representative then stated that he will consult the matter with their manufacturer. They will be sending a letter to the BAC Secretariat if they can offer an item with the upgraded hardware specs.

5. The representative from Aspen Multi-System Corp. inquired if it is allowed to counteroffer an item with "open specifications".

6. The BAC Chair reiterated that a counteroffer is allowed as long as the specifications are higher than the minimum specifications of the End-User. Moreover, the standard delivery period is only 30 days, however, the BAC is open to accepting requests for extension of the delivery period from the winning supplier subject to the review and approval of the TWG and the End-User.

7. The BAC Chair emphasized the submission of the certifications required by the End-User. All certifications must be attached to the bid documents. In the case of the needed certification from the bidder that they have available local technical support and trainers that will provide End-User training for staff and faculty members, the technical personnel must be authorized or certified.

8. The BAC Chair announced that other queries from the prospective bidders will be accepted until May 8, 2023.

C. Revised Specifications:

1. Tablet PC Specs
Operating system: Windows 10 Pro licensed
Software: Microsoft 365 apps licensed

2. All-in-one touchscreen monitor PC Specs
12th Gen Intel® Core™ i7


D. 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 9:30 a.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 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 9:30 a.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