



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 ANATOMY VISUALIZATION TABLE 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
Ryann 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, DELIVERY, AND INSTALLATION OF ANATOMY VISUALIZATION TABLE FOR COM held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 10:00 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 Ten Million Pesos (₱ 10,000,000.00).
2. The source of funds for the project is Fund 164- Income.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Zammeds Medical System Inc. clarified if they would provide or release the software features (data sheets) of the equipment. Moreover, she clarified that, if they will be allowed to offer an item with a wider monitor/ screen size than the minimum specifications. Moreover, she emphasized that with a wider screen size, other specifications such as electric consumption and the tilt angle will be variable.
2. The TWG Chair for computer and office equipment replied that the suppliers/ bidders must provide the software features (data sheets) of the equipment that they will offer. The TWG Chair approved the offering of a wider screen size and with more capabilities since it is more beneficial to the University.
3. The BAC Chair reiterated that offers with higher specifications than the minimum requirements of the End-User are always welcome. She also cleared that the technical specifications presented are just minimum requirements of the equipment.
4. 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.
5. With regard to the certification requirements, the representative from Zammeds Medical System Inc. stated that their certifications will depend on the item that they will be offering.
6. The TWG Chair for computer and office equipment stressed that bidders may add certifications depending on their offers but the minimum requirement for the certifications must be present in their bids.
7. The BAC Chair announced that other queries from the prospective bidders will be accepted until May 8, 2023.

C. Other Matters:

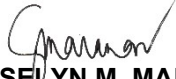
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" for easy scanning of all the BAC members.
3. Payment of bidding documents 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 10:00 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 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 10:30 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

