



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 VARIOUS ICT EQUIPMENT
AND LABORATORY FIXTURES FOR CAS

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 / End-user, CAS-DPS
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
Rene Sombrero	- Representative, Pro-Maintech Consultancy, Inc.
Arnold P. Sarmiento	- Laboratory Technician, CAS-DBS
Sherine P. Cruzate	- Program Coordinator, CAS-DBS
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 VARIOUS ICT EQUIPMENT AND LABORATORY FIXTURE FOR CAS held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 11:00 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 one (1) representative from the prospective bidder. No 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 Five Hundred Thirty-One Thousand Three Hundred Sixty-Five Pesos and Ninety-Six Centavos (₱ 1,531,365.96) which is divided into two (2) lots. Lot A is for the procurement of ICT Equipment amounting to Two Hundred Seventy-Seven Thousand Pesos (₱ 277,000.00) and Lot B is for the purchase of Laboratory Fixtures with an ABC of One Million Two Hundred Fifty-Four Thousand Three Hundred Sixty-five Pesos and Ninety-Six Centavos (₱1,254,365.96).
2. The source of funds for the project is Fund 164- Income.

3. The general requirements and technical specifications were presented.

B. Agreements:

1. Initially, the mode of award for this project is per lot, however, upon the deliberation of the BAC members, TWG, and the End-Users, Lot A will be on a bid-all and Lot B will be award-per-item basis.
2. For the SLCC requirement, the bidders must attach only those contracts that are similar or related to Lots A and B in the bid documents.
3. 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 10:30 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 11:00 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