



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, DELIVERY, AND INSTALLATION OF VARIOUS EQUIPMENT FOR THE NCRDEC
PRODUCT DEVELOPMENT FACILITY – 2ND POSTING

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/ End-User
Roderick M. Rupido	- Member
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
Rene Sombrero	- Representative, Pro-Maintech Consultancy, Inc.
Jonjie Balionas	- Representative, ALVCO Trading and Contractor
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 EQUIPMENT FOR THE NCRDEC PRODUCT DEVELOPMENT FACILITY – 2ND POSTING held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 1:30 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 two (2) 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 Two Million Seven Hundred Twenty Thousand Pesos (₱2,720,000.00).
2. The source of funds for the project is Trust (DA-ACEF project).
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Pro-Maintech Consultancy, Inc. asked if the committee will accept an offer for a coffee roaster with a 1.5kW power rating, higher than the minimum specification.
2. Since the End-User requirement is only the minimum specifications, the BAC Chair emphasized that the committee will accept counteroffers with higher specifications. In the case of the coffee roaster, the power rating will be revised to at least 1.0 kW.
3. The representative from Pro-Maintech Consultancy, Inc. asked if the SLCC is those with similar contracts to the project. He explained that it may be difficult for them to provide an SLCC document with similar contracts since procurement of coffee equipment is uncommon.
4. Upon deliberation of the BAC, TWG, and End-User regarding the SLCC requirement, bidders may submit an SLCC that is related to laboratory equipment.
5. The BAC Chair announced that other queries from the prospective bidders will be accepted until May 8, 2023.

C. Revised Specifications/ Agreements:

1. Laboratory Roaster
power rating: at least 1.0kW
2. SLCC: Contracts/Projects related to laboratory equipment.

D. Other Matters:

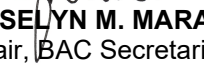
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" for easy scanning of all the BAC members.
3. Payment of bidding documents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