



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
(046) 415-0010
cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY, AND INSTALLATION OF HRM LABORATORY SUPPLIES, MATERIALS
AND EQUIPMENT - 2ND NEGOTIATED PROCUREMENT

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
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
Jonjie Balionas	- Representative, ALVCO Trading and Contractor
Rene Sombrero	- Representative, Pro-Maintech Consultancy, Inc.
Phoebe Joyce Villanueva	- Representative, Bacoar Campus
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 HRM LABORATORY SUPPLIES, MATERIALS AND EQUIPMENT - 2ND NEGOTIATED PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 2:30 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 Four Million Eight Hundred Thirty-One Thousand Eight Hundred Thirty-Eight Pesos (₱ 4,831,838.00) which is divided into two (2) lots. The divided lots are the following: Lot A – Supply and Delivery of Linens amounting to Eight Hundred Seventeen Thousand Five Hundred Pesos (₱ 817,500.00); and Lot B – Furniture, Fixture, and Other Equipment with an ABC of Four Million Fourteen Thousand Three Hundred Thirty-Eight Pesos (₱ 4,014,338.00).
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:

Lot A – Supply and Delivery of Linens

1. The representative from ALVCO Trading and Contractor inquired if the specific colors indicated in the End-User's requirement will be strictly followed. He also asked if they can offer linens nearest to the shade of colors identified by the End-User.
2. The BAC Chair consulted the End-User and the BAC Secretariat about the matter. It was then agreed that the color identified by the End-User for linens and throw pillows will be deleted and will be changed to "as per End-User's requirement" to make it more general.
3. The representative from ALVCO Trading and Contractor clarified with regards to the period of buying of bid documents.
4. The BAC Chair answered that the bid documents must be bought before the deadline for the submission of bids. The BAC office is open for transactions from Monday to Thursday, 8:00 a.m. to 4:00 p.m.

Lot B – Furniture, Fixture, and Other Equipment

1. The representative from ALVCO Trading and Contractor clarified if the installation of the 6 units of Smart Television with Wall Mount set- up (item no. 32) is not included. Moreover, he inquired if the End-User would provide the specifications of the materials for the Fabricated Front Office Counter for Hostel (item no. 12) and Fabricated L-Shaped Bar Counter (item no. 16).
2. On the Smart Television, The BAC Chair reiterated that it is only for supply and delivery, so installation is not included. For the fabrication of the Front Office Counter and the L-Shaped Bar Counter, the End-User has provided the specifications for the fabrication materials. The specifications were read also by the BAC Chair. Moreover, the BAC Chair emphasized the bidders must also submit a bill of quantities (specific format will be provided by BAC) as an attachment to the bid documents.
3. The representative from ALVCO Trading and Contractor also clarified if the specifications for the Single Bed set with Head Board (item no. 8) and Double Bed Set with head Board (item no. 9) are generic.
4. One of the BAC members emphasized that the bidders must offer a branded or durable Single Bed and Double Bed that will suit to the allotted budget. This will also ensure that the quality of the items will not be compromised.
5. The BAC Chair agreed and reiterated that brand names are not allowed to be written in the specifications following the R.A. 9184, but the committee is expecting that the bidders will offer items with a brand.
6. The BAC Chair also emphasized that the specifications of all items listed will be strictly followed and all offers must be branded.

C. Revised Specifications/ Agreements:

Lot A – Supply and Delivery of Linens

Item no. 13 - Bolster Pillow with cases

- Color: per End-User's requirement

Item no. 14 - Square Pillows with cases

- Color: per End-User's requirement

Item no. 18 - Skirting Cloth (L: 15 yards, W: 60 inches)

- Color: per End-User's requirement

Item no. 19 - Skirting Cloth (L: 30 yards, W: 60 inches)

- Color: per End-User's requirement

Item no. 20 - Round Table Cloth (L: 132 inches, height-drop: 30 inches)

- Color: per End-User's requirement

Item no. 21 - Round Table Cloth (L: 132 inches, height-drop: 30 inches)

- Color: per End-User's requirement

All items (items 1 to 21) must be branded and of hotel quality.

Lot B – Furniture, Fixture, and Other Equipment

Item no. 8 - Single Bed set with Head Board

- with 6-bed foot

Bill of Quantities is required for:

- Item no. 12 - Fabricated Front Office Counter for Hostel
- Item no. 16 - Fabricated L-Shaped Bar Counter

All items (items 1 to 32) must be branded and of hotel quality.

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 2:30 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 observe following the IATF guidelines, thus, wearing


face masks and social distancing must be observed at all times during the bid conference.

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 3:00 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