



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 DESKTOP COMPUTERS
AND LAPTOP FOR CARMONA CAMPUS

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Roderick M. Rupido	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Richard L. Hernandez	- End-User, Carmona Campus
Mila M. Matel	- Representative, Masangkay Computer Center
Roselyn M. Maranan	- Chair, BAC Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat/ Representative, NCRDEC
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 DESKTOP COMPUTERS AND LAPTOP FOR CARMONA CAMPUS held at Hostel Tropicana, Cavite State University, Indang, Cavite on June 21, 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 representative of End-User. The Chair also acknowledged the presence of a representative from the prospective bidder. Unfortunately, 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 Three Hundred Thirty-Six Thousand Pesos (₱2,636,000.00).
2. The source of funds for the project is Fund 164.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidder:

1. The representative from Masangkay Computer Center asked if the mode of awarding for the project is per item basis since she noticed that there is a budget per item as per the End-User's requirement.
2. Upon deliberation of the BAC, TWG, and End-User, they have decided that the award is bid-all or as one lot.

3. The representative from Masangkay Computer Center inquired if there is a specific brand that the End-User wants to procure on item no. 3 – Laptops or they will just offer a specific brand that is aligned with the requested specifications.
4. The BAC Chair reiterated that the specific brand is not allowed based on R.A. 9184. The bidders can offer any brand with the same or higher specifications than the End-User's requirement.

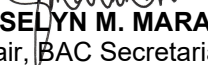
C. Other Matters:

1. Any queries from the prospective bidders will be accepted until June 26, 2023. The posting of minutes and bid bulletin will be on June 26 and June 28, 2023, respectively.
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 July 5, 2023, at 12:00 noon, late bids will not be accepted.
5. The *face-to-face* bid opening will be held on July 5, 2023, at 1:30 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 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