



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
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**MINUTES OF THE PRE-BIDDING CONFERENCE**  
SUPPLY, DELIVERY, CONFIGURATION AND INSTALLATION OF ID PRINTER FOR  
UNIVERSITY REGISTRAR

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member/ End-User, University Registrar
Roderick M. Rupido	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Paulo Cruz	- Representative, All Card Inc.
Joanna Marie Corioso	- Representative, SBMCI
Jennie Kate Panlilio	- Representative, ComAsia
Rabil Randelson A. Guevarra	- Staff, University Registrar
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, CONFIGURATION AND INSTALLATION OF ID PRINTER FOR UNIVERSITY REGISTRAR held at Hostel Tropicana, Cavite State University, Indang, Cavite on June 21, 2023, was called to order at 2:00 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 three (3) representatives from the prospective bidders. 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 One Million Five Hundred Thousand Pesos (₱1,500,000.00).
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 bidders:

1. The representative from ComAsia inquired if 1GB RAM printer memory may be replaced with at least 64MB or 256MB above. Moreover, she also asked if the color ribbon yields and retransfer ribbon yields of 750 prints/ roll under the consumables may be replaced with 500 prints/ roll just to match the 500 pcs of PVC cards per box.

2. The End-User reiterated that per her understanding, their request should be good for at least 20,000 cards per unit. Thus, printer capacity for 2 units shall be at least 40,000 cards.
3. The representative from All Card Inc. seconded the query of the representative from ComAsia on relaxing the number of color ribbon yields and retransfer ribbon yields to 500 prints/roll. He also mentioned that, per his understanding the 20,000 cards print capacity is good for the 2 sets of printers not per set. He also emphasized that changes in print and ribbon yield capacities have cost implications. Moreover, he asked the End-User if their printing requirement is colored for the front side and black and white for the back side.
4. The BAC Chair emphasized to all that they need to settle the final technical specifications of the item before posting it in the PhilGEPS. With regards to the printing requirement, the front side printing is colored while the back side is black and white.
5. The BAC Secretariat then suggested to include the statement “good for 2 sets” on the statement consumables good for at least 20,000 cards.
6. The TWG Chair reiterated that the specification of consumables good for at least 20,000 cards is just the minimum specification. Bidders may offer equivalent or higher specifications and will be subjected to evaluation.
7. The representative from All Cards Inc. suggested fixing the required number of cards to just 20,000 since increasing the number of printing per roll has cost implications.
8. The TWG Chair, emphasized that it is advantageous to the University if the word “at least” in the consumables shall be retained since it is a competitive bidding. She mentioned that if they are going to evaluate offers from the bidders, they may choose the bidder that can conform to the specifications and can offer a higher printing quantity compared to others.
9. Upon deliberation of the committee, printer memory will still be 1GB RAM while the color ribbon yields and retransfer ribbon yields will be replaced with 500 prints/ roll. Moreover, the number of printing is still at least 20,000 cards good for 2 sets.
10. The representative from SBMCI inquired regarding the preparation and payment of bid documents.

C. Revised specifications:

Consumables good for at least 20,000 cards

- Color ribbon yields of 500 prints per roll
- Retransfer film yields of 500 prints per roll
- PVC cards, 500 cards per box

D. 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 2:00 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 2:30 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