



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 FIXTURE FOR CAS – 2ND POSTING

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
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment/ End-User
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Laboratory Equipment
Elizabeth Calag	- Representative, Aspen Multi-System Corp.
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 June 21, 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 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 One Million Five Hundred Thirty-One Thousand Three Hundred Sixty-Five Pesos and Ninety-Six Centavos (₱1,531,365.96).
2. The project is composed of two (2) lots, Lot A – ICT Equipment with an ABC of Two Hundred Seventy-Seven Thousand Pesos (₱277,000.00) and Lot B – 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).
3. The source of funds for the project is Fund 164.
4. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidder:

1. The representative from Aspen Multi-Systems Corp. inquired if Item 1 – chemistry laboratory table will be installed in one (1) room and if the room is ready for installation. She also mentioned that the budget for this item is quite small for a dimension requirement that is too big.
 2. The End-User answered that the chemistry laboratory tables will be installed in three (3) different rooms which is ready for installation. He also took note of the statement of the prospective bidder regarding the budget allocation per fixture. Moreover, he mentioned that the requested items are only replacements for the existing tables.
 3. The BAC Chair took note of the statements of the End-User. She reiterated that since it is only a replacement, the specifications of the requested tables should conform with the existing ones.
 4. The BAC Chair reiterated that the award for the project is as per lot basis / bid all.
 5. The representative from Aspen Multi-Systems Corp. asked if it is possible for the End-User to reduce the quantity of the requested items since she noticed that the budget per item is quite low.
 6. The BAC Chair mentioned that the quantity per item is absolute. No reduction in the quantity per item will be made.
- 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 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