



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 AND DELIVERY OF LABORATORY SUPPLIES AND EQUIPMENT FOR CON

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
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
Elizabeth Calag	- Representative, Aspen Multi-System Corp.
Jose Noel Galeno	- Representative, Tower Medical
Teodora T. Valderama	- End-User, CON
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 AND DELIVERY OF LABORATORY SUPPLIES AND EQUIPMENT FOR CON held at Hostel Tropicana, Cavite State University, Indang, Cavite on June 21, 2023, was called to order at 3:30 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 two (2) 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 Two Million Two Hundred Nine Thousand Nine Hundred Ninety-Six Pesos and Four Centavos (₱2,209,996.04).
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/ Agreements:

1. The representative from Aspen Multi-System Corp. observed that the budget for some of the items presented specifically on analytical balance is quite low. Moreover, she inquired if the award is per item basis or bid all.
2. Upon deliberation of the committee, the award for the project is per lot basis.

3. *The BAC Chair requested the End-User to categorize the item per lot (Lot A- Laboratory Supplies, Lot B- Chemicals/Reagents, Lot C- Laboratory Fixture, and Lot D- Laboratory Equipment).*
4. The End-User is requested to submit the categorized technical specifications until July 27, 2023 before the posting of the bid bulletin. If the End-User failed to submit on or before the deadline, the project will be deferred for bidding on July 5, 2023.
5. The SLCC requirement to be prepared by the bidders shall be for the whole project.

C. Revised specifications:

Salmonella Shigella agar

- 500 grams per unit
- sealed, with product label, stable pH and stored at Room temperature
- Shelf-life of 2-3 years

Triple Sugar Iron agar

- 500 grams per unit
- sealed, with product label, stable pH and stored at Room temperature
- Shelf-life of 2-3 years

Eosin Methylene Blue agar

- 500-1000 grams per unit
- sealed, with product label, stable pH and stored at Room temperature
- Shelf-life of 2-3 years

Mac conkey agar

- 500-1000 grams per unit
- sealed, with product label, stable pH and stored at Room temperature
- Shelf-life of 2-3 years

Cocaine Test Kit

- box of 25 tests per kit (2 boxes)

D. Other Matters:

1. Any additional changes in specifications will be posted as bid bulletin.
2. 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.
3. 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.
4. Bid documents should be packaged well and should contain "ear tags" for easy scanning of all the BAC members.
5. 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.


6. The face-to-face bid opening will be held on July 5, 2023, at 3:30 p.m. at CvSU Hostel Tropicana.
7. 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.
8. 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.
9. 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 4:30 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