



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF DESKTOP COMPUTERS FOR
CAVITE CITY 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
Gerry M. Castillo	- Member
Noel A. Sedigo	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment/ Representative, End-User
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Gersalina Calunsad	- Representative, Micrologic Diversified Tech Inc.
Richard Chua	- Representative, Microsmith Tech
Joseph Uy	- Representative, Redbyte Computer Center
Mhila Mojica Matel	- Representative, Masangkay Computer Center
Raquel Cullanan	- Representative, Jethro Marketing
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 DESKTOP COMPUTERS FOR CAVITE CITY CAMPUS held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 2023, was called to order at 1:00 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, and the members of the BAC Secretariat. The Chair also acknowledged the presence of five (5) 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 Three Million Five Hundred Thousand Pesos (₱3,500,000.00).
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/ Agreements:

1. The representative from Microsmith Tech told everyone that the graphics card indicated in the technical specifications is already phased out in the market. With this, he inquired if they can offer an item with similar or higher specifications of the graphics card but still with 4GB of memory. Moreover, he inquired if the size of the monitor is only specific to 22 inches.
2. The TWG Member for Computer and Office Equipment answered that the bidders may offer an item with similar or higher specifications in terms of the graphics card but must ensure that the memory is still 4GB. Moreover, with regard to the size of the monitor, he said that the 22 inches screen size is only an approximate measure, and bidders may offer a unit with a screen size of 21.5 inches.
3. The representative from Masangkay Computer Center inquired if a product brochure is required to be attached to the bid documents.
4. The BAC Chair reiterated that a detailed product brochure is required as an attachment to the bid documents.
5. The TWG Chair for Computer and Office Equipment mentioned that the product brochure may help them to evaluate thoroughly the offers of the bidders.
6. The representative from Masangkay Computer Center inquired if they also need to attach a warranty certificate in the technical component of their bid or if it is sufficient enough to state in their bid document that the unit that they are offering has a warranty of 2 years.
7. The BAC Chair answered that a warranty certificate or document is not necessary to be attached to the bid document, a statement of "with warranty of 2 years" in the bid document suffice. She also mentioned that the warranty certificate must be submitted only by the winning bidder.
8. The representative from Micrologic Diversified Tech Inc. asked if the installation of the MS Office and Operating System will be shouldered by the supplier.
9. The TWG Chair answered that the winning supplier shall be responsible for the installation of the OS and MS Office in coordination with them since the OS will be registered by the TWG in the Microsoft account of the University.

C. Revised specifications:

Desktop Computer, Branded, 50 units

- Graphics Card: GeForce GTX Mini 4GB DDR5

D. Other Matters:


1. Any queries from the prospective bidders will be accepted until August 8, 2023. The posting of minutes and bid bulletin will be on August 8 and 10, 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 August 17, 2023, at 12:00 noon, late bids will not be accepted.
5. The face-to-face bid opening will be held on August 17, 2023, at 1:00 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 1:30 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