



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
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**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ICT EQUIPMENT AND LABORATORY**  
**FIXTURE FOR CAS – NEGOTIATED PROCUREMENT**

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair/ End-User
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
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Arleen C. Panaligan	- TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Laboratory Equipment
Gersalina Calunsad	- Representative, Micrologic Diversified Tech Inc.
Richard Chua	- Representative, Microsmith Tech
Mhila Mojica Matel	- Representative, Masangkay Computer Center
Zaldy Villenas	- Representative, CampRock Analytica
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 VARIOUS ICT EQUIPMENT AND LABORATORY FIXTURE FOR CAS – NEGOTIATED PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 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, the members of the BAC Secretariat, and the End-User. The Chair also acknowledged the presence of four (4) 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 Thirty-One Thousand Three Hundred Sixty-Five Pesos and Ninety-Six Centavos (₱1,531,365.96).
2. The project is divided into two (2) lots wherein Lot A is for ICT Equipment with an ABC of Two Hundred Seventy-Seven Pesos (₱ 277,000.00) and Lot B for Laboratory Fixture

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 bidders/ Agreements:
1. The representative from Masangkay Computer Center asked about the mode for awarding for this project since as observed, the project is per lot. She also mentioned that they are only interested in joining Lot A. Moreover, she inquired if the preparation of the financial component of bids is separate for Lot A and B.
  2. The BAC Chair reiterated in consonance with the End-User and the TWG, that the mode of award is per lot basis. Further, with regard to the financial component of bids, the bidders shall prepare it in one preparation (for those who will be joining the 2 lots) or in separate lots (for one 1 lot only to those who will be joining 1 lot) on whatever lots they are interested to join.
  3. The representative from CampRock Analytica told the committee that they are only interested to join in Lot B. However, he observed that the pricing of the items, specifically item no. 2 - Emergency Shower with Eye Wash, is low and the price indicated is for home use and not for laboratory purposes. As per prospective bidder, the importation fee for this item is high which may affect its unit price. Also, he mentioned that even the price of a locally-fabricated emergency shower and eye wash will cost about ₱ 30,000.00 to ₱ 40,000.00 per unit. Furthermore, he stated that their company is manufacturing this item which is made from fiberglass and stainless steel following the OSHA requirements/standards. He also mentioned that the prices of all other items are low. With these, he suggested that if the End-User wanted the project to be successful, try to consider reducing the quantity of the items.
  4. The BAC Chair noted all the concerns and suggestions of the prospective supplier. The Chair also sought the opinion of other suppliers regarding the matter, however, only CampRock Analytica is interested in Lot B.
  5. Upon careful evaluation of the committee, the End-User decided to reduce the quantity of item no. 1 – Laboratory Chemistry Tables from 12 units to 10 units. Moreover, the End-User mentioned that they have decided to stick with the number of quantity item no. 2 - Emergency Shower with Eye Wash since the same item with the same price point was delivered to them about a month ago.
  6. The BAC Chair reiterated that since the project has been posted in PhilGEPS, the amount of ABC cannot be changed, however, the reduction or addition in the quantity of the items is possible. The Chair advised all the possible bidders to wait for the bid bulletin to be posted in PhilGEPS for any changes. The Chair also reiterated that the signed bid bulletin is needed to be attached to the bid documents to ensure that the bidders are informed on whatever changes have been made for this project.
  7. The BAC Chair implied that the amount of bid documents for Lot A is One Thousand Pesos (₱ 1,000.00) while Five Thousand Pesos (₱ 5,000.00) is the cost of bid documents for Lot B.

C. Revised specifications:

Item	Qty	Unit Price	Total Price
Chemistry Laboratory Tables (DPS)	10 units	₱97,230.00	₱ 972,300.00

Amount of Bid Documents:

Lot A - ₱1,000.00

Lot B - ₱5,000.00

Amount of Bid Security:

Lot	2%	5%
Lot A	5,540.00	13,850.00
Lot B	25,087.32	62,718.30

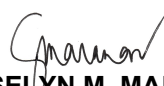
D. Other Matters:

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 1:30 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:

A handwritten signature in black ink, appearing to read 'LGH', is written over a light gray rectangular background.

**LOLITA G. HERRERA**

Chair, BAC for Goods and Consulting Services