



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino De las Alas Campus**  
Indang, Cavite  
(046) 889-6373  
cvsu.edu.ph

**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**FABRICATION OF TEMPORARY IMMERSION BIOREACTOR SYSTEM**  
**(MATERIALS AND LABOR) – 2<sup>ND</sup> NEGOTIATED PROCUREMENT**

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/ End-User
Noel A. Sedigo	- Member
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
Preciosa C. 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 FABRICATION OF TEMPORARY IMMERSION BIOREACTOR SYSTEM (MATERIALS AND LABOR) - 2<sup>ND</sup> NEGOTIATED PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 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. Unfortunately, no prospective bidders, 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 Ninety-Five Thousand Pesos (₱ 1,595,000.00).
2. The source of funds for the project is Trust (DOST-PCAARRD project).
3. The general requirements and technical specifications were presented.

B. 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 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 2:10 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