



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT FOR
UNIVERSITY HEALTH SERVICES

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
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
Paul Lansigan	- Representative, VG Polaris
Antonio Estella Jr.	- Representative, MRL Cybertec Corp.
Marris Lim	- Representative, MRL Cybertec Corp.
Aljon Fidel	- End-User, UHS
Joxette Marges	- End-User, UHS
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 AND DELIVERY OF LABORATORY EQUIPMENT FOR UNIVERSITY HEALTH SERVICES held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 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, the members of the BAC Secretariat, and the End-User. The Chair also acknowledged the presence of three (3) representatives from two (2) 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 Pesos (₱2,000,000.00).
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 MRL Cybertech inquired if the project's mode of awarding is on a lot bid (bid all) or bid per item.
2. Upon deliberation of the committee, it was decided the mode of awarding for the item is bid all. Moreover, the BAC Chair reiterated that bidders should have a bid offer for all five (5) items for the project. The winning bidder will be determined based on the total calculated bid for all five (5) items for the project.
3. The representative from MRL Cybertech inquired if the BAC is strict on the specifications in terms of the dimension of the product on item no. 2 – Fluorescence Immunoassay Analyzer. He inquired if they can offer a product with a different dimension and screen size than what is indicated in the technical specifications needed by the End-User.
4. The representative of VG Polaris asked if they will be disqualified if they would just offer bids for Item nos. 1 and 2 only since the product of their company is more on laboratory equipment only and they cannot bid on dental laboratory products.
5. The committee together with the End-User decided to revise the specifications on item no. 2 in terms of its dimension, weight, and screen size. Moreover, the BAC Chair emphasized that the bidders shall have bid offers to all five (5) items for them to qualify.

C. Revised specifications:

Item No. 2 – Fluorescence Immunoassay Analyzer, 1 unit

Dimension: approx. 270*238*146mm

Weight: approx. 2.8kg

Screen Display: at least 7" LCD touchscreen

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 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