



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**  
**SUPPLY AND DELIVERY OF OFFICE PARTITION FOR CAS**

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
Sancho B. Bayot Jr.	- TWG Chair, Office Fixtures
Rosalie A. Pelle	- TWG Member, Office Fixtures
Emerson C. Lascano	- TWG Member, Office Fixtures
John Marvin Padri	- Representative, Asahi Design Center Inc.
Katrina Endaya	- Representative, RGSA Carpets and Interior Products, Inc.
Connie Liboon	- Representative, Filcrafter, Inc.
Teresa Loserada	- Design & Function, Inc.
Ramon Baquiran	- Design Excellence
Rene B. Betonio	- End-User
Lani S. Rodis	- End-User
Arleen C. Panaligan	- End-User
Ma. Corazon V. Herrera	- End-User
Katherine Viado	- End-User
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 OFFICE PARTITION FOR CAS held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 2023, was called to order at 3:00 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, the members of the BAC Secretariat, and the End-Users. 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 Two Million Pesos (₱1,500,000.00).
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 RGSA Carpets and Interior Products, Inc. asked if how many copies of bid documents they must submit. She also inquired if it is acceptable if they will offer partitions with 45 mm endrim thickness which is gray in color.
2. The BAC Chair emphasized that the bidders shall prepare and submit three (3) copies of the bid documents with one (1) original copy and two (2) photocopies labeled as Copy 1 and 2. Moreover, with regard to the thickness of the partitions, the Chair answered that bidders may offer products with thicknesses of 45mm. While endrim colors will be determined as per End-User preference upon awarding of the contract to the winning bidder.
3. The RGSA Carpets and Interior Products, Inc. verified if an audited financial statement is a requirement to be attached to the bid documents.
4. The BAC Chair answered that the committee is only requiring the Net Financial Contracting Capacity (NFCC) as an attachment to the financial component of the bid documents.
5. The representative from Design and Function inquired if they can offer an office partition with a thickness of 60mm which is higher than the requirement of the End-User. Likewise, she inquired if the mode of awarding is for 1 lot only since she observed that the cost is per item.
6. Upon deliberation, the committee agreed that bidders may offer office partitions with a thickness higher than the minimum requirement of 42mm for as long as the partitions will fit the floor dimensions as specified in the floor layout provided by the End-User. Furthermore, the Chair emphasized that the mode of award for this project is in bid all.
7. The representative from Asahi Design Center asked if the delivery period will stick to 30 calendar days or if it may be possible for the committee to consider changing it to 45-60 days. He mentioned that the changes in weather (frequent occurrence of typhoons) and the location of the campus may affect the delivery date. Moreover, he asked the committee if in case they won the bidding, can the approval of swatches (color of the partitions) may be done before the issuance of the Notice of Award (NOA) to avoid delays in the delivery.
8. The BAC Chair emphasized that the standard delivery period is still 30 days, however, for the extension of the delivery period, a letter of request for an extension must be submitted (within the 30-day delivery period) stating valid reasons for the delay and it is for evaluation and approval of BAC. Moreover, the Chair mentioned that the approval of swatches may be done before the issuance of NOA is allowed.

C. Revised specifications:

**Laminated Glass Partitions (for all offices mentioned)**

Thickness: at least 42mm

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 3:00 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 3:30 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