



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF OFFICE PARTITION FOR IMUS 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
Sancho B. Bayot Jr.	- TWG Chair, Office Fixtures
Emerson C. Lascano	- TWG Member, Office Fixtures
Alejandro E. Dela Torre, Jr.	- Representative, Progress Home & Office Furnishings
Roberto N. Crucillo	- End-User, Imus Campus
Nelia G. Ocampo	- End-User, Imus Campus
Preciosa G. Eraña	- OIC, Procurement Office
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 OFFICE PARTITION FOR IMUS CAMPUS held at Hostel Tropicana, Cavite State University, Indang, Cavite on October 12, 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. The Chair also acknowledged the presence of one (1) representative from the prospective bidder. 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 Three Hundred Ninety-Eight Thousand Two Hundred Seventy Pesos (₱1,398,270.00).
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 Progress Home & Office Furnishings inquired if the End-User has a preferred thickness of the glass partitions and tables. He emphasized that their company could offer thickness levels of 4.2, 4.5, and 5 cm, while the thicknesses for the tables that they could offer are 2.5 and 3.0 cm. Moreover, he suggested that if the campus has existing partitions and tables, and the End-User's preference is the same as the existing ones, the End-User could measure its thickness.

2. Upon deliberation of the committee, it was agreed that the thickness of the glass partitions and tables would be the same as the existing ones. The End-User is requested to come up with the final thickness and this will be posted in the Bid Bulletin.
3. One of the BAC members suggested to require a site inspection.
4. The BAC Chair accepted the suggestion of the BAC member to require site inspection. A certificate of site inspection will be required as an attachment to the bid documents.
5. The representative from Progress Home & Office Furnishings asked if the materials for legs for the tables specifically in item number 5, under the Office Management, item numbers 3 and 4 in Department of Physical Education, item numbers 4 and 6 under the Office of the Registrar, item number 5 under Civil Security Unit and item number 6 in the Guidance and Counselling Unit are the same with the tabletop which is laminated woodgrain.
6. The TWG Chair, emphasized that the material for the legs is metal. He also recalled that originally the metal legs were a separate item in the PR and the committee had decided and instructed the End-User during the pre-procurement conference that the legs shall be distributed to the tables needing it.
7. The BAC Chair has noted the statement of the TWG Chair and stressed that the legs of all the tables should be metal while the material for the legs of those freestanding tables that do not require 1 extra leg shall be made from wood.
8. The representative from Progress Home & Office Furnishings clarified if the length of the laminated glass partition (item no. 1) under the Office of the Registrar is 125 or 120 cm since he noticed that the length of the requested table top for this particular set is only 120 cm. Thus, noting a length difference of 5cm if the length of the partition is 125 cm.
9. Upon revisiting the original technical specifications submitted during the pre-procurement conference, it was found that the length of the partition is indeed 125 cm. As per consultation with the End-User, the length of the partition was changed to 120 cm.
10. The representative from Progress Home & Office Furnishings clarified if item no. 2- laminated partition door under the Civil Security Unit is without glass or made from fully laminated wood material.
11. The BAC Chair upon consultation with the End-User said that the partition door is made from fully laminated wood material.
12. The representative from Progress Home & Office Furnishings noticed that the item number for the items under the Health Services Unit has started at 4 instead of 1. He mentioned this because he is concerned that maybe there are items that were omitted or deleted hence the item number starts at 4.
13. Upon addition of the cost of all the items, it was found that the sum was tallied with the total cost. Thus, no deletion of items has occurred. The BAC Chair instructed the BAC Secretariat to change the item numbers to avoid confusion.

14. The representative from Progress Home & Office Furnishings noticed that the unit cost for item no. 1 under the Guidance and Counseling Office is the same as item no. 1 under the Office of the Registrar but with different dimensions.
 15. Upon checking the original submitted specifications, it was found that the dimensions and the unit cost of item no. 1 in the Guidance and Counseling Office are the same. The BAC Chair decided that no revisions would be made for this item.
 16. The BAC Chair reiterated that all the revisions with the specifications will be posted as a bid bulletin. Moreover, the Chair emphasized that there is a plan per room that was provided by the End-User and will also be included in the bid bulletin.
 17. The representative from Progress Home & Office Furnishings inquired regarding the delivery period for this project.
 18. The BAC Chair reiterated that the standard delivery period is only 30 days, however, the committee is open to accepting requests for an extension from the winning bidder/supplier subject to the review and approval of the TWG and the End-User.
- C. Revised specifications:

OFFICE MANAGEMENT

Item No. 2- Laminated Glass Partition

- aluminum endtrims
- 60(w)X120(h) cm

Item no. 5- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X45(d) cm

DEPT. OF PHYSICAL EDUCATION

Item no. 3- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X60(d) cm

Item no. 4- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X45(d) cm

Item no. 10- Freestanding Table

- laminated woodgrain top
- wooden legs & damper
- 140 (w)X70(d) cm

OFFICE OF THE REGISTRAR

Item No. 1- Laminated Glass Partition

- aluminum endtrims
- 120(w)X150(h) cm

Item no. 4- Table Top

- Laminated woodgrain
- With 1 metal leg
- 120(w)X60(d) cm

Item no. 5- Freestanding Table

- laminated woodgrain top
- wooden legs & damper
- 140 (w)X70(d) cm

Item no. 6- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X45(d) cm

CIVIL SECURITY UNIT

Item no. 3- Freestanding Table

- laminated woodgrain top
- wooden legs & damper
- 140 (w)X40(d) cm

Item no. 4- Freestanding Table

- laminated woodgrain top
- wooden legs & damper
- 140 (w)X70(d) cm

Item no. 5- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X45(d) cm

GUIDANCE AND COUNSELLING OFFICE

Item no. 5- Freestanding Table

- laminated woodgrain top
- wooden legs & damper
- 100 (w)X60(d) cm

Item no. 6- Table Top

- Laminated woodgrain
- With 1 metal leg
- 90(w)X45(d) cm

D. Other Matters:


1. Any queries from the prospective bidders will be accepted until October 16, 2023. The posting of minutes and bid bulletin will be on October 17 and October 19, 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 October 26, 2023, at 12:00 noon, late bids will not be accepted.
5. The face-to-face bid opening will be held on October 26, 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, thus, wearing face masks is encouraged and social distancing must be observed at all times during the bid conference.

Since there were no queries from the bidders and the BAC members, and there were no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 2:30 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