



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT
FOR RESEARCH CENTER

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
Rene B. Betonio	- TWG Chair, Medical, Dental and Lab. Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Lab. Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Lab. Equipment
Arleen C. Panaligan	- TWG Member, Medical, Dental and Lab. Equipment
Jess Cruz II	- Representative, Andsons Educational Resources Inc.
Elizabeth Gabillete	- Representative, Levins International Corp.
Elizabeth Calag	- Representative, Aspen Multi-System Corp.
Rene Sombrero	- Representative, Pro-Maintech Inc.
Winston Marquez	- Representative XPRT Ventures Inc.
Yves Roy M. Tibayan	- End-User, Research Center
Jacob M. Gomez	- End-User, Research Center
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 LABORATORY EQUIPMENT FOR RESEARCH CENTER held at Hostel Tropicana, Cavite State University, Indang, Cavite on October 12, 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, members of the BAC Secretariat, and the representative of End-User. 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 One Million Two Hundred Twenty-Six Thousand Pesos (₱1,226,000.00).
2. The source of funds for the project is Fund 101.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders/ Agreements:

1. The representative from Pro-Maintech Inc. clarified if the mode of award for this project is per item or bid all. Moreover, he clarified if the SLCC for this project is any related equipment.
2. The BAC Chair reiterated that the mode of award for this project is bid all meaning the bidder with the lowest calculated bid for the two (2) items will be selected and subjected to post qualification procedure. Furthermore, the Chair emphasized that the SLCC for this project are those completed projects of any related laboratory equipment.
3. The representative from Pro-Maintech Inc. told the body that they have an available stock unit of freeze dryer, however, the capacity is higher (8L capacity) than the requested equipment, thus affecting the trap size. He further inquired if they were still eligible to bid or would not be disqualified if they offered the equipment with those specifications.
4. The BAC Chair reiterated that the written specifications of the items are all minimum requirements. Offers of higher specifications (higher capacity in the case of the freeze dryer) will be accepted since it is advantageous to the university.
5. The representative from Pro-Maintech Inc. inquired about the type of samples that will be dried in the freeze dryer and if it is okay with the End-User that they will offer equipment with a manual vacuum pump start and stop controller system, manual defrost, and without a printer set.
6. The End-User answered the query and reiterated that the freeze dryer will be intended for drying natural products, particularly plant samples or plant parts. Moreover, he reiterated that they prefer a freeze dryer with an automated vacuum pump start and stop controller system, an automated defrost system, and inclusive of a printer set since it is the project requirement.
7. The representative from Pro-Maintech Inc. clarified if the vacuum pressure indicated is absolute or in between the range values.
8. The BAC Chair reiterated that the vacuum pressure shall be in between the range values indicated and it was clearly stated in the specifications.
9. The End-User requested the committee to change the word "approximately" to "at least" in the trap size to read "at least Φ 270 x L375".
10. The BAC Chair approved the request of the End-User. The trap size was then changed to at least Φ 270 x L375.
11. The BAC Chair reiterated that all the revisions with the specifications will be posted as a bid bulletin.

C. Revised specifications:

Item No. 2- Freeze Dryer

- Trap Size (mm): at least Φ 270 x L375


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 2:30 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, 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 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