



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 LABORATORY EQUIPMENT FOR COM**  
**– EARLY 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
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
Emeline Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Jess Cruz II	- Representative, Andsons Educational Resources Inc.
Elizabeth Gabillate	- Representative, Levins International Corp.
Elizabeth Calag	- Representative, Aspen Multi-System Corp.
Sonia Gabriel	- Representative, Science Gear Enterprises
Winston Marquez	- Representative XPRT Ventures Inc.
Eleanor J. Gavez	- End-User, COM
Annie Ramos	- End-User, COM
Franz Josef Biboso	- End-User, COM
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
John Patrick Reyes	- Staff, Procurement Office

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT FOR COM – EARLY PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on October 12, 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, 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 Ten Million Pesos (₱10,000,000.00).
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 Aspen Multi-System Corp. clarified if the mode of award for this project is for the whole lot or per item basis.
  2. The BAC Chair emphasized that the project is on a per-item basis.
  3. The representative from Aspen Multi-System Corp. inquired if the warranty of item no. 1 is really for 5 years and if the End-User preferred to include pre-installed different scenarios or if the equipment must be capable of customizing different scenarios.
  4. The BAC Chair reiterated that considering the significant amount of 8.5 million, the warranty period must be 5 years.
  5. The End-User reiterated that they need a patient simulator that is capable of upgrading different medical scenarios for basic life support.
  6. The representative from XPRT Ventures Inc. noticed that as per the End-User requirement, cloud connection functionality shall be included. With this, he inquired regarding the specific purpose of this cloud connection.
  7. The End-User answered that the function of the cloud connection is for the storage of data and updating/upgrading of different medical scenarios.
  8. The representative from Aspen Multi-System Corp. raised that cloud connection functionality is only specific for a specific brand. She also mentioned that other patient simulator manikins have different connections. She inquired about the possibility of changing the specifications from "cloud connection" to "cloud connection or equivalent" to make it more flexible.
  9. The BAC Chair inquired to the prospective bidder what kind of equivalent connection she was referring to. The Chair also emphasized that cloud connection capability is what the End-User requires as written in the technical specifications since there are medical scenarios that need to be stored and downloaded from the cloud.
  10. The representative from Aspen Multi-System Corp. mentioned that the product that they could offer includes a router for pre-installed medical scenarios and is capable of scenario customization thus, no need for an internet connection.
  11. The TWG Chair for Computer inquired to the End-User about the function of the cloud connection. Does this mean that the equipment is cloud-ready? If it is cloud-ready, it means that the device is capable of connecting to the internet whenever the End-User needs it.
  12. The End-User answered that during different scenarios the device shall be able to connect and download through the internet for possible medical intervention that needs to be performed by the Doctor. Moreover, the simulation manikin should be able to communicate with the Doctor about what is happening to the patient.
  13. The TWG Chair for Computer inquired to the End-User if they include the database to where the cloud storage is connected. The TWG Chair for Computer suggested to include this in the specifications since it is not clearly stated in the document.

14. The End-User mentioned that with the current developments in the medical field, they are now allowed to access information that is not included in the drive or the internal storage of the device. Thus, their requirement is to have a device with cloud storage and downloading capabilities.
15. The TWG Chair for Computer suggested changing “cloud connection” to “cloud-ready or internet-ready” which means that the device is capable of accessing information from the cloud or the outside system. The suggestion is amenable to the committee and the End-User.
16. The TWG Chair for Computer asked the prospective suppliers if there are models available in the market that is internet-ready which is capable of accessing the cloud for downloading of medical scenarios and models that are not internet-ready but with libraries of scenarios that can be downloaded and installed offline.
17. The BAC Chair reiterated that the requirement of the End-User is for the device to be cloud-ready since as per her understanding, higher number of compilations of medical scenarios can be accessed and downloaded on the internet.
18. The XPRT Ventures Inc. mentioned that the number of scenarios that can be accessed depends on the number of available scenarios in the cloud and must be compatible with the model of the device or manikin. He also mentioned that they do have models that are cloud-based.
19. The representative from Science Gear Enterprises inquired, if possible, the suppliers may conduct demonstration of the product that they will be offering.
20. The BAC Chair disagreed with the suggestion of the representative from Science Gear Enterprises. The Chair reiterated that the product demonstration shall be done by the winning bidder after the issuance of the notice of award.
21. The BAC Chair suggested to the prospective bidders to include the number of scenarios (quantity of pre-installed and downloadable scenarios) that they can offer in their bids. Moreover, the BAC Chair together with the TWG Chair for Computer suggested to the End-User to quantify the number of scenarios that they are requiring in the specifications.
22. The End-User agreed with the suggestion of the committee. They will include at least twenty (20) pre-installed scenarios and must be capable of accessing the library of scenarios in cloud in the specifications.
23. After careful deliberation, the committee agreed to quantify the number of pre-installed and downloadable scenarios that the End-User requires. Moreover, the prospective bidders should state the storage capability of the device in terms of cloud storage.
24. The number of scenarios that the prospective bidders might offer will be considered as one of the bases for the post qualification procedure.

25. For item no. 2, one of the BAC Members suggested to include the provision of 5 years warranty period.
26. The BAC Chair agreed with the suggestion of including a 5-year warranty in the specifications.
27. For item no. 3, the representative from Aspen Multi-System Corp. inquired if the item is manual only and does not need a computer.
28. The BAC Chair in consonance with the End-User confirmed that the item is only manually operated.
29. The representative from Science Gear Enterprises suggested to include on-site training to the specifications for all the four (4) items.
30. The BAC Chair agreed with the suggestion and added to include a 5-year warranty for all the equipment.
31. The BAC Chair reiterated that all the revisions with the specifications will be posted as a bid bulletin.

C. Revised specifications:

**Item No. 1- Adult Patient Simulator**

- Includes at least 20 different scenarios capable of updating
- Cloud-ready/ internet-ready connection
- Must include on-site training
- With 5-year warranty

**Item No. 2- Ophthalmoscopy Training and Simulation System**

- Must include on-site training
- With 5-year warranty

**Item No. 3- Otoscopy Training and Simulation System**

- Must include on-site training
- With 5-year warranty

**Item No. 4- Enema Administration Simulator**

- Must include on-site training
- With 5-year warranty

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 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, 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 3:30 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