



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 AND DELIVERY OF LABORATORY SUPPLIES AND EQUIPMENT FOR CON – 2ND POSTING**

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.
Sonia Gabriel	- Representative, Science Gear Enterprises
Francisco L. Go, Jr.	- Representative, Scigate Tech. Corp.
Winston Marquez	- Representative XPRT Ventures Inc.
Evelyn M. Del Mundo	- End-User, CON
Teodora Valderama	- End-User, CON
Ivan Derek Wycoco	- End-User, CON
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 AND DELIVERY OF LABORATORY SUPPLIES AND EQUIPMENT FOR CON – 2ND POSTING held at Hostel Tropicana, Cavite State University, Indang, Cavite on October 12, 2023, was called to order at 3:30 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 six (6) 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 Two Hundred Nine Thousand Nine Hundred Ninety-Six Pesos and Four Centavos (₱2,209,996.04).
2. The source of funds for the project is Fund 164.

3. The project is divided into four (4) lots (Lot A- Laboratory Equipment, Lot B- Laboratory Fixture, Lot C- Laboratory Reagents, and Lot D- Laboratory Supplies).
4. The general requirements and technical specifications were presented.
- B. Queries/ Clarifications from the prospective bidders/ Agreements:
  1. The BAC Chair emphasized that the mode of award for this project is on a per-lot basis.
  2. The representative from Andsons Educational Resources Inc. noticed that in items 4 and 5, Nebulizer machines, have indicated a very specific requirement in terms of size/ dimensions. He inquired if the committee would not disqualify them if in case, they offered a product with different sizes with the same specifications since size would not affect the performance of the machine.
  3. The End-User answered that the product to be offered shall be closest to the approximate size.
  4. The BAC Chair suggested including the word “approximate” to the size of item no. 4.
  5. The BAC Chair reiterated that all the revisions with the specifications will be posted as a bid bulletin.
- C. Revised specifications:

#### **LOT A- LABORATORY EQUIPMENT**

##### **Item No. 4- Nebulizer machine**

- Size: approx.7.5"W x 4.0"H x 7.2"D (19.1 cm x 10.2 cm x 18.3 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 3:30 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 4:00 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