



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 CON – 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 C. 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 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, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT FOR CON – EARLY PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on October 12, 2023, was called to order at 4:00 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 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 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 Andsons Educational Resources Inc. noticed that the specifications identified for item no. 1 refer to two (2) different manikins. The Nursing Care Patient Simulator and Neonatal Simulator are 2 separate products. The budget is also low for such specifications.
2. The End-User reiterated that the product with those specifications is still available in the market.
3. The representative from Science Gear Enterprises suggested to delete the word "optional" in the specifications of item no.1 to read "Converts to geriatric patient with appearance accessory".
4. The representative from Andsons Educational Resources Inc. suggested to revise the specifications of item no. 2 to Windows 10 or Android.
5. The TWG Chair for computer and office equipment also noticed that there are 2 OS requirements for this item. The TWG Chair suggested that the End-User shall choose between the 2 OS. Licensing shall be considered if Windows OS is selected. Moreover, memory capacity and storage shall be included.
6. The BAC Chair agreed to choose licensed Windows 10 as OS.
7. The TWG Chair for computer and office equipment asked the End-User if a separate computer is required that is other than the simulator itself.
8. The End-User answered that the simulator has a built-in computer. A reference photo was shown during the meeting.
9. The representative from Andsons Educational Resources Inc. mentioned that for the two (2) software identified, only VH Dissector has a perpetual license, while Anatomy Atlas is via subscription. Their company can offer a 10-year subscription for the Anatomy Atlas.
10. Upon careful discussion of the specifications of item no. 2, the committee instructed the End-User to finalize the specifications and have it submitted to the BAC Secretariat on or before October 19, 2023 (posting of bid bulletin).
11. The representative from Andsons Educational Resources Inc noticed that product warranty is not included in the specifications.
12. The End-User answered that the product to be offered shall be closest to the approximate size.
13. The BAC Chair reiterated that considering the significant amount of the equipment warranty period must be 5 years.
14. The BAC Chair reiterated that all the revisions with the specifications will be posted as a bid bulletin.

C. Revised specifications:

Item No. 1- Nursing Care Patient Simulator

- Converts to geriatric patient with appearance accessory
- Inclusive of 5-year warranty

Item No. 2- Anatomy Viewer

Waiting for the final specifications from the End-User.

Item No. 3- Manikin, Whole Body Tradition Simulator Female

- Inclusive of 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 4:00 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 4:30 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