



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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BIDS AND AWARDS COMMITTEE
Goods and Consulting Services

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF CAMPUS-WIDE INTERNET CONNECTIVITY FOR
BACoor CAMPUS

Present were:

Mary Jane D. Tepora	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Roderick M. Rupido	- Member
Sharon M. Isip	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Anzley R. Crusis	- TWG Member, Computer and Office Equipment
Marissa G. Salabatino	- Ivalue Technologies Corp
Ashley del Rosario	- Ivalue Technologies Corp
Verbil Robles	- Ivalue Technologies Corp
John Roish Beduya	- AG Datacom
Roel Beduya	- AG Datacom
Mark Joseph Gonzales	- Phil Data
Mark Anthony Cuadrasol	- Phil Data
Bert Carias	- Phil Data
Mila M. Matel	- Masangkay Computer Center
Shaira Joyce del Mundo	- Suniway
Marnyn Casanares	- Suniway
Sunshine C. Francisco	- Hyperret Inc.
Raymart Evangelista	- Hyperret Inc
Francis Palmes	- BDA JR Construction
Nathaniel Mendoza	- AGD
Erwin Dinalanta	- AGD
Richard Sinio	- AGD
Melanie San Agustin	- Lightnet Connect Systems Corp
Ryan Mojica	- End-User, Bacoor Campus
Roselyn M. Maranan	- Chair, BAC Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Alma Veronica Ramos	- Member, BAC Secretariat
Shirley G. Aldea	- Member, Secretariat

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF CAMPUS-WIDE INTERNET CONNECTIVITY FOR BACoor CAMPUS held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 9:30 a.m. and was presided over by the BAC Chair, Dr. Mary Jane D. Tepora.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. The Chair also acknowledged the presence of representatives from the eighteen (18) prospective bidders. No COA and/or private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million Six Hundred Thousand Pesos (₱1,600,000.00).
2. The source of funds for the project is Fund 164.
3. For the interest of time and since as per the understanding of the BAC that the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair already proceed to entertain the questions and clarifications from the prospective bidders.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Masangkay Computer Center inquired if they could request for the floor plan of the building for their reference just in case a site inspection will be required.
2. The TWG Chair for Computer and Office Equipment requested that a site inspection be required for the bidders/suppliers to see the scenario or situation in the area.
3. The representative from Suniway inquired if they can already conduct the site inspection and who will be the contact person for the project.
4. The End-User answered that he will be giving the contact information of Mr. Zannie Gamuyao who will be the contact person for the site inspection.
5. The BAC Chair emphasized that a site inspection is required. A certificate of site inspection signed and issued by Mr. Zannie Gamuyao will be a requirement as an attachment to the bid document to be submitted.
6. The representative from PhilData requested that the floor plan that will be provided shall have markings of where the data outlets will be placed. This will serve as their reference for the site inspection.
7. The BAC Chair asked the TWG for Computer and Office Equipment if they can provide a floor plan.
8. The TWG Chair for Computer and Office Equipment answered that on their part they can only provide a network layout since the floor plan is not under their jurisdiction, but they will ask the Physical Planning Unit of the university if they can get a copy of the floor plan. The possible locations of the data outlets that will be installed are included in the network layout. The Chair also mentioned that in the past, for a similar project like this, a floor plan was not provided due to security reasons, thus, only a network layout was provided.
9. The BAC Chair announced that the network layout will be included in the posting of the bid bulletin.
10. The representative from AGD noticed that only distribution switches are included in the technical specifications. He inquired if a core switch was not included.

11. The TWG Chair for Computer and Office Equipment answered that there is an existing core switch installed in the Bacoor Campus, she also mentioned that as per her understanding, the procurement project aims to extend the network from the server, thus only distribution switches are included.
12. The representative from PhilData inquired if the distribution switches would be installed on different buildings or solely on the same building.
13. The TWG Chair for Computer and Office Equipment answered that the distribution switches will be installed in two (2) buildings at about 10-meter distance.

C. Revised specifications/ Agreements:

1. The project is on bid-all basis.
2. The standard delivery period is thirty (30) days. However, a request for an extension of the delivery period will be accepted in consideration that there are valid and justifiable reasons for the delay, subject to the approval of the TWG and the BAC.
3. Certificate of site visit is a requirement as an attachment to the bid document.
4. Other queries from the prospective bidders will be accepted until March 4, 2024.
5. Network layout will be included in the posting of the bid bulletin on March 6, 2024.
6. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.

D. Other Matters:


1. 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.
2. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on March 13, 2024, at 8:00 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on March 13, 2024, at 9:30 a.m. at CvSU Lasap Hall, Administration Building.
5. 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.
6. 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.
7. For those who are interested in attending 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 and social distancing is encouraged 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 10:00 a.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat




ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



MENVYLUZ MACALALAD
End-user

Attested By:



MARY JANE D. TEPORA
Chair, BAC for Goods and Consulting Services