



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino De las Alas Campus**  
Indang, Cavite  
cvsu.edu.ph

**BIDS AND AWARDS COMMITTEE**  
**Goods and Consulting Services**

**MINUTES OF THE PRE-BIDDING CONFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF LOCAL AREA NETWORK FOR CVMBS, ANIMAL SCIENCE, AGRI-ECO TOURISM, BRITE CENTER AND HOSTEL TROPICANA**

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/ End-User
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Anzley R. Crusis	- TWG Member, Computer and Office Equipment
Teresito Gila Jr	- Imax Technologies Inc
Regina Tibulan	- Imax Technologies Inc
Sunshine C. Francisco	- Hypernet Inc.
Raymart Evangelista	- Hypernet Inc
Mark Joseph Gonzales	- Phil Data
Mark Anthony Cuadrasol	- Phil Data
Bert Carias	- Phil Data
Melanie San Agustin	- Lightnet Connect Systems Corp
Francis Palmes	- BDA JR Construction
Mila M. Matel	- Masangkay Computer Center
Shaira Joyce del Mundo	- Suniway
Marnyn Casanares	- Suniway
Melinda Medalla	- American Technologies Inc
Jerry Valdez	- American Technologies Inc
Archie Mateo	- American Technologies Inc
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 LOCAL AREA NETWORK FOR CVMBS, ANIMAL SCIENCE, AGRI-ECO TOURISM, BRITE CENTER AND HOSTEL TROPICANA held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 10:00 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 fifteen (15) 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 Three Million Three Hundred Eighty-Seven Thousand Two Hundred Fifty-Two Pesos (₱3,387,252.00).
  2. The source of funds for the project is F101 Cont.
  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 PhilData inquired if they would be allowed to counter-offer a different brand for the network switches.
  2. The End-User and also the TWG Chair for Computer and Office Equipment answered that although other brands have the same functionalities, they preferred network switches of Cisco brand for compatibility with the existing network used in the university.
  3. The representative from Suniway requested that an ocular/ site inspection must be conducted.
  4. The BAC Chair agreed to the request of the prospective bidder and reiterated that a site inspection is a must. The prospective bidders may schedule the site inspection anytime from Monday to Thursday, 7:00 a.m. to 6:00 p.m., and shall coordinate the schedule with the TWG for Computer and Office Equipment prior to the visit. A certificate of site inspection issued and signed by the TWG Chair is a requirement as an attachment to the bid documents.
  5. The representative from Hypernet Inc. inquired if they are allowed to offer any kind brand of access point since the specification of the access point in item no. 2 is not in detail or was written in general form. Moreover, he inquired if the university has an existing controller for the access point.
  6. The TWG member for Computer and Office Equipment answered that bidders/ suppliers are allowed to offer access point of any brand. Furthermore, he mentioned that the university has no existing controller and suggested that it is better if the suppliers offer an access point that is stand-alone and/or could be connected to a wireless/ wired/ virtual controller.
  7. The representative from Hypernet and PhilData inquired if they could conduct the site inspection right after the pre-bidding conference and if possible, the TWG for Computer and Office Equipment may set a specific time for the inspection.
  8. The BAC Chair, in agreement with the TWG for Computer and Office Equipment allowed the prospective bidders to conduct the site inspection after the pre-bidding conference scheduled at 2:00 p.m. onwards.
  9. The representative from Imax Technologies inquired about the duration of the project if it is 60 or 30 days.
  10. The BAC Chair emphasized that the university is following the standard delivery period of 30 calendar days. However, the suppliers are allowed to request for an extension of

the delivery period in consideration that there are valid and justifiable reasons for the delay, subject to the approval of the TWG and the BAC.

11. The representative from Hypernet inquired if the fiber optic and UTP cables requested have buffers.
  12. The TWG member for Computer and Office Equipment answered that the requests already have buffers.
  13. The representative from Suniway inquired if the SLCC for the project should be exactly similar to the project title or if it could be projects with titles such as structured cabling, and supply and delivery of access points since the nature/scope of works are in similar nature to the project title.
  14. The BAC Chair, in agreement with the members and the TWG answered that projects with a similar nature to this project will be allowed for the SLCC.
  15. The representative from Hypernet inquired if the access points requested must be Wi-Fi 6-ready.
  16. The TWG member for Computer and Office Equipment answered that it is better that the access points that will be offered are Wi-Fi 6-ready.
  17. A prospective bidder inquired if the indicated 4 pcs Category 6 UTP cable, 4-pair is a cache cable, and how long is the requirement. If possible, the length of the cable shall be defined.
  18. The TWG member for Computer and Office Equipment answered that the cables are factory-made or patch chords of about 1 to 2 meters long.
  19. Prospective bidder also asked if the End-User could define the unit of measurement for the Category 6 UTP cable if it is per roll or piece.
  20. The TWG for Computer and Office Equipment convened and told the committee that the specifications will be reviewed again and if there are changes in the specifications, the TWG will hand it over to the Secretariat for inclusion in the bid bulletin.
  21. The BAC Chair reiterated that all other changes in the specifications will be posted in the bid bulletin.
  22. Prospective bidder seeks clarification regarding the quantity of Layer switches if it is 4 sets of Layer 3 and 4 sets of Layer 2 and if it is non-POE.
  23. The TWG member for Computer and Office Equipment confirmed that the requirement for Layer 2 and Layer 3 is 4 sets each of non-POE.
- C. Revised specifications/ Agreements:
1. All the changes in the technical specifications will be reviewed and finalized by the end-user and TWG and will be included in the bid bulletin.
  2. The contract duration of the project is 30 calendar days.
  3. Request for an extension for the implementation/ delivery of the project 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.

4. A certificate of site visit is a requirement as an attachment to the bid document.
5. Other queries from the prospective bidders will be accepted until March 4, 2024.
6. Network/Structure layout will be included in the posting of the bid bulletin on March 6, 2024.
7. 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 10:00 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 10:30 a.m.

Prepared by:

  
**AL EUGENE L. TORRES**  
Member, BAC Secretariat

  
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Noted by:

  
**EMELINE C. GUEVARRA**  
End-User

Attested By:



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