



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 DESKTOP COMPUTERS FOR MULTIMEDIA SYSTEMS, COMPUTER GRAPHICS AND VISUAL COMPUTING LABORATORIES

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
Edwin Dimalanta	- AG Datacom
Ricardo Sinio	- AG Datacom
Nath Mendoza	- AG Datacom
Andrea Pauline Ocronal	- Pronet Systems
Ronel Helme	- Pronet Systems
Geoffrey Ramos	- Pronet Systems
Mark Cuedrasal	- PhilData
Mark Gonzales	- PhilData
Bert Cariaso	- PhilData
Sunshine Francisco	- Hypernet Inc.
Raymart Evangelista	- Hypernet Inc.
Regina Tibulan	- Imax Technologies
Teresito Gila Jr.	- Imax Technologies
Melinda Medalla	- American Technologies Inc.
Archie Mateo	- Imax Technologies
Jerry Valdez	- Imax Technologies
Mila Mojica Matel	- Masangkay Computer Center
Analyn Vivar	- Inkbiz
Willie C. Buclatin	- End-User/ Dean, CEIT
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 DESKTOP COMPUTERS FOR MULTIMEDIA SYSTEMS, COMPUTER GRAPHICS AND VISUAL COMPUTING LABORATORIES held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 10:30 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 eight (8) 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 Eight Million Two Hundred Seventeen Thousand Seven Hundred Thirty-Two Pesos and Fifty Centavos (₱8,217,732.50).
2. The source of funds for the project is Fund 101 – Continuing.
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 the indicated CPU cooler is different from the fan for the processor or not.
2. The TWG member for Computer and Office Equipment answered that the CPU cooler is the same as the fan for the processor. If the CPU is packaged with the original fan, still the supplier will supply or provide fan indicated in the specifications.
3. The representative from American Technologies Inc. inquired if the computer units are custom-built since based on the specifications posted, the requested PC units fall under clones/ custom-built units.
4. The TWG member for Computer and Office Equipment answered that the specifications posted are designed for custom-built/ assembled/ clone PCs.
5. The representative from Masangkay Computer Center inquired for clarification, since the project is composed of 2 items, is the mode of award per item or bid all? She also asked if the bidders are required to attach product brochures.
6. The BAC Chair, in agreement with the members and the TWG answered that the mode for the awarding of contract is on bid all. Likewise, the bidders are required to attach a product brochure that will serve as a reference of the TWG for the evaluation of bid offers, and for the post-qualification procedure.
7. The BAC Chair also 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.
8. The representative from Masangkay Computer Center inquired if the bidders are also required to attach the Official Receipt of bid documents and supplemental bid bulletin to the technical component of their bid. Also, she inquired if there are other supplemental requirements needed that are not listed on the checklist for the preparation of bids.
9. The Chair of the BAC Secretariat answered that the Official Receipt of bid documents and supplemental bid bulletin are not required as attachments. Moreover, the secretariat emphasized that for the preparation of bid documents, all the stated requirements in the checklist must be attached.

10. The representative from American Technologies Inc. inquired if the licensed software should be pre-installed in the PC unit or should be turned over to the End-User.
11. The TWG member for Computer and Office Equipment answered that the OS (Microsoft Office) must be pre-installed in the units while other software such as Adobe must be turned over to the End-User. The TWG will provide the account to be used for the installation of software.
12. The representative from Imax inquired if the project is for procurement only or if the assembling/ set-up of the PC is included.
13. The BAC Chair emphasized that the set-up for the PC units is included since the title itself states the project is for the supply, delivery, and installation of the PCs.
14. The TWG Chair requested the potential winning bidder to also hand over to them the leftover screws and SATA cables.

C. Revised specifications/ Agreements:

1. The project mode of award is on bid-all.
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. Other queries from the prospective bidders will be accepted until March 4, 2024.
5. All other changes in the specifications will be posted in 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 10:30 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 11:00 a.m.

Prepared by:




AL EUGENE L. TORRES
Member, BAC Secretariat




ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



WILLIE C. BUCLATIN
End-User/ Dean, College of Engineering and Information Technology

Attested by:



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