



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 LABORATORY EQUIPMENT AND MATERIALS**  
**FOR INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY**

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 C. Rupido	- Member
Sharon M. Isip	- Member
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Laboratory Equipment
Arleen C. Panaligan	- TWG Member, Medical, Dental and Laboratory Equipment
Annie M. Ramos	- TWG Member, Medical, Dental and Laboratory Equipment
Elizabeth Gabillete	- Levins International Corporation
John Jhon Capulong	- Fil-Anaserve Inc.
EJ Fernandez	- DRAKE
Maria Lourdes Manikis	- RainPhil Inc.
Vicente Vasquez	- Pro Maintech Consultancy Inc.
Elizabeth Calag	- Aspen Multi-Systems Corporation
Jess Cruz II	- Andsons Educational Resources Inc.
Joel Almeria	- Labsolution Tech. Inc.
Mark Gil Ramirez	- GBC
Winrich Vidanes	- GBC
Ma. Caterina Taguinod	- FABJ Dynamics Enterprises
Remilyn Concepcion	- End-User, CAFENR
Marie Abigail Cortado	- End-User, CAFENR
Heidi Paler	- End-User, CAFENR
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 LABORATORY EQUIPMENT AND MATERIALS FOR INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY held at Lasap Hall, Cavite State University, Indang, Cavite on February 29, 2024, was called to order at 2:00 p.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 ten (10) 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 Six Million Pesos (₱6,000,000.00).
  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. On item no. 1 – Kjeldahl System and Solvent Extractor Distillation Unit, the representative from Pro Maintech Consultancy Inc. noticed that as per the End-User's requirement, a titanium condenser is their preference. He asked the End-User why titanium is their preference since as per his knowledge, the titanium condenser is locked to a specific brand.
  2. The End-User answered that they prefer a titanium condenser since it is more durable than a glass condenser which is prone to breakage.
  3. The representative from Pro Maintech Consultancy Inc. inquired if the mode of award for the project is on a per-item basis.
  4. The BAC Chair, in agreement with the TWG and the End-User emphasized that the project is on a bid per-item mode of awarding.
  5. On item no. 6 – Biosafety Cabinet Class II Type A2, the representative from Labsolution Tech. Inc. suggested upgrading the specification for the main filter to ULPA from HEPA.
  6. The End-User answered that the suggestion of the prospective bidder regarding the specification for the main filter will be further discussed by them. The decision will be forwarded to the Secretariat for inclusion in the bid bulletin.
  7. On item no. 6 – Biosafety Cabinet Class II Type A2, the representative from DRAKE inquired if the dimension of the item could be amended to “as per manufacturer's standard”.
  8. The BAC Chair in agreement with the TWG emphasized that the dimension of the biosafety cabinet is on approximate values, product dimension as per manufacturer's standard can be considered as long as other specifications will not be compromised.
  9. The representative from Andsons Educational Resources Inc. inquired if it is possible to conduct a site inspection of the area where the biosafety cabinet will be installed.
  10. The representative from Labsolution Tech. Inc. disagreed with the suggestion of the representative from Andsons Educational Resources Inc. Since the approximate dimensions are indicated in the technical specifications, which will serve as a reference to the suppliers, a site inspection is not necessary.
  11. The BAC Chair, in agreement with the TWG and other prospective bidders, emphasized that a site inspection is not required.

12. On item no. 7 – Fume Hood, the representative from Aspen Multi-Systems Corporation inquired if the requirement is ducted or ductless. On which floor it will be installed if it is ducted?
13. The End-User answered that the fume hood shall be ducted. It will be installed on the 2<sup>nd</sup> floor of the CAFENR building.
14. On item no. 10 – Classic Vortex Mixer, the representative from Andsons Educational Resources Inc. inquired about the rpm requirement since it is not included in the technical specifications.
15. Other prospective bidders raised that the rpm of the machine is not required to be included in the technical specifications since the vortex mixer preferred is only analog.
16. The BAC Chair reiterated that that the specifications posted are just the minimum requirements, thus, offers with higher specifications will be accepted since it is advantageous and beneficial to the university.

C. Agreements:

1. The mode of award for the project is on bid per item basis.
2. The warranty period for the items with a cost of at least 1 million is 2 years. For other items worth less than a million, the warranty period is only for 1 year.
3. A clear copy of the product brochure is a requirement as an attachment to the bid document.
4. The contract duration of the project is 30 calendar days.
5. 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.
6. Other queries from the prospective bidders will be accepted until March 5, 2024.
7. All other changes in the specifications will be posted in the bid bulletin on March 7, 2024.
8. 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 14, 2024, at 12:00 noon, late bids will not be accepted.

4. The face-to-face bid opening will be held on March 14, 2024, at 2:00 p.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 2:30 p.m.

Prepared by:

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

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

Noted by:

  
**LILIBETH P. NOVICIO**  
End-User/ Dean, CAFENR

Attested by:

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