



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, INSTALLATION AND CONFIGURATION OF EQUIPMENT FOR THE
IMPROVEMENT OF UNIVERSITY COMMUNICATION SYSTEM

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
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
Francis Palmes	- BDA Jr. Construction
Kelvin Paul Fidelino	- Sonkkens Technologies Inc.
Ednelyn Masagca	- Telecommunications & Computers
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
Jerry Valdez	- Imax Technologies
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, INSTALLATION AND CONFIGURATION OF EQUIPMENT FOR THE IMPROVEMENT OF UNIVERSITY COMMUNICATION SYSTEM held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 11:00 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 seven (7) 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 Two Million Two Hundred Sixty-Nine Thousand Pesos (₱2,269,000.00).
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 Hypernet Inc. inquired if they are allowed to counter-offer units with other brands with the same functionalities, since as per his review, the specifications will fall under 1 brand. He further asked if the connection of the IP phones requested is through LAN or wireless.
2. The TWG member for Computer and Office Equipment answered that the bidders may counter-offer units with various brands as long as the specified standards are met, and the goods have the same purpose as the items sought. The connection of the IP phones is through LAN.
3. The representative from Hypernet Inc. inquired if the file quantity of the SIP trunk license consists of 5 numbers and if the subscription of these IP phones shall be included in the bid proposal.
4. The TWG member for Computer and Office Equipment confirmed that the SIP trunk license shall consist of 5 numbers. The subscription charges will not be shouldered by the bidders since the university would have a separate project and budget for the subscription of the telephone lines to a telecommunications company. The TWG member also mentioned that the university has already an existing SIP trunk ready for confirmation/ configuration with the telecommunications company.
5. The representative from Hypernet Inc. inquired if the End-User preferred to have IP phones on an entry, midrange, or executive level.
6. The TWG member for Computer and Office Equipment answered that they do not require IP phones on different levels. All IP phones shall be at the same level (entry, midrange, or executive).
7. The representative from PhilData inquired if the UTP cables should be provided by the bidders since the IP phones are connected via LAN.
8. The TWG member for Computer and Office Equipment answered that the UTP cables will be provided by the university, however, the installation of the IP phones must be shouldered by the winning bidder.
9. The representative from Hypernet Inc. inquired if there are certain features that the End-User requires with regard to the necessary licenses sought.
10. The TWG member for Computer and Office Equipment answered that features for the licenses required were indicated in the technical specifications.
11. The representative from Hypernet Inc. inquired whether the nodes for the connection of the IP phones are already in place. Moreover, he asked if the structured cabling for the server room is included.

12. The TWG member for Computer and Office Equipment suggested that a site inspection must be conducted. However, the nodes are not in place and there are no I/O ports that are ready for the connection of the IP phones.
13. The TWG Chair for Computer and Office Equipment informed the prospective bidders that the IP phones that will be installed/ deployed will utilize the current set-up of the university. The TWG will provide the number of IP phones that will be deployed per office/ building. As mentioned previously, the cables for the installation of the IP phone will be provided by the university while the labor for the installation is included in the scope of work of the supplier/ winning bidder.
14. The representative from PhilData inquired if the termination of the cables would be shouldered by the university.
15. The TWG Chair for Computer and Office Equipment answered that the termination of the cables/ cabling system must be shouldered by the winning bidder.
16. The representative from PhilData suggested that the End-User shall provide a floor plan as a reference for the ocular/ site inspection.
17. The representative from Pronet Systems asked if the I/O ports, faceplates, and patch panels will be provided by the suppliers since as mentioned, the university will only provide the cables for the installation.
18. The TWG member for Computer and Office Equipment committed that the university will also provide patch panels category 5, but the I/O ports and faceplates must be provided by the suppliers.
19. The representative from Pronet Systems requested the TWG to provide full details on the "cable rough in" part for clarity since as per his understanding this will fall under structured cabling which is not included in the technical specifications.
20. The TWG member for Computer and Office Equipment assured the prospective bidders that they will be providing the full details for the "cable rough in". The details will be included in the bid bulletin.
21. The representative from Sonkkens Technologies Inc. inquired if the university has existing cable lines or if the suppliers will create new cable lines.
22. The TWG member for Computer and Office Equipment answered that there are no existing cable lines for the project, thus, they include the PVC moldings/ pipes in the technical specifications.
23. The representative from Pronet Systems inquired if there is an existing switch per area ready for the connection of the IP phones.
24. The TWG member for Computer and Office Equipment answered that switches are available per building but there is none for the offices.
25. The representative from Hypernet Inc. inquired if they are allowed to offer IP phones with wireless functionality.
26. The TWG member for Computer and Office Equipment answered that they are open to accepting IP phones with wireless connection, but the units should also be LAN-ready.

27. The representative from Hypernet Inc. inquired if the TWG could provide the floor plan.
28. The TWG member for Computer and Office Equipment answered that instead of a floor plan, a connection diagram will be provided which will be included in the bid bulletin.

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 11:00 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 11:30 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