



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 AND SOILS LABORATORY**

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
Carlos Bolor Jr.	- Sellsia
Anna Oracion	- Inkbiz
Vicente Vasquez	- Pro Maintech Consultancy Inc.
Elizabeth Calag	- Aspen Multi-Systems Corporation
Elizabeth Gabillete	- Levins International Corporation
John Jhon Capulong	- Fil-Anaserve Inc.
Jess Cruz II	- Andsons Educational Resources Inc.
Allysa Aguilana	- Mt. Zion Scientific Inc.
Mark Gil Ramirez	- GBC
Winrich Vidanes	- GBC
Maria Lourdes Manikis	- RainPhil Inc.
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 AND SOILS LABORATORY held at Lasap Hall, Cavite State University, Indang, Cavite on February 29, 2024, was called to order at 2:30 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 Two Million Two Hundred Eighty-Two Thousand Two Hundred Ninety-Eight Pesos (₱2,282,298.00).
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. 2 – Vertical Autoclave, the representative from Andsons Educational Resources Inc. inquired if the capacity alone could be the basis of the bidders for preparing their bid, not on the dimension.
2. The BAC Chair in agreement with the End-User, the dimension is on approximate values, thus, the product dimension could be as per the manufacturer's standard while the capacity is as per the End-User's requirement.
3. On item no. 2 – Vertical Autoclave, the representative from Aspen Multi-Systems Corporation inquired if it is acceptable if they offer a product with a capacity of more than 100 L.
4. On item no. 5 – Soil Oven (Vacuum Drying Oven), the representative from Andsons Educational Resources Inc. inquired regarding its capacity.
5. The End-User answered that the inquiry of the prospective bidder on item no. 2 in terms of capacity is duly noted and will be further discussed. Moreover, the inquiry on the capacity of item no. 5 will be relayed to the personnel in charge of the soil laboratory. The decisions on these queries will be forwarded to the Secretariat for inclusion in the bid bulletin.
6. The BAC Chair emphasized 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 all the items 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.

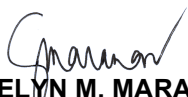
D. Other Matters:

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 2:30 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 3:00 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