



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 EQUIPMENT FOR UNIVERSITY ICT PROJECTS

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
Andrea Pauline Ocronal	- Pronet Systems
Ronel Helme	- Pronet Systems
Geoffrey Ramos	- Pronet Systems
Marlou Libao	- Xitrix Computer Corporation
Ronel Atable	- Joneco Tech Marketing Inc.
Analyn Oracion	- Inkbiz
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
Ednalyn Masagca	- Telecommunications & Computer Tech. Inc.
Patrick Plata	- Terabit Computer Systems Corporation
Kelvin Paul Fidelino	- Sonkkens 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 EQUIPMENT FOR UNIVERSITY ICT PROJECTS held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 11:30 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 eleven (11) 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 Thirteen Thousand Two Hundred Forty-Nine Pesos and Sixty-Four Centavos (₱3,013,249.64).
2. The source of funds for the project is Fund 101.
3. For the interest of time and since as per the understanding of the BAC, the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair did not read the specifications per item in detail.

B. Queries/ Clarifications from the prospective bidders:

1. One of the prospective bidders inquired if there is any requirement for the licenses like certification.
2. The TWG member for Computer and Office Equipment answered that no certifications are required for the licenses provided that the preferred specifications such as 100 CALS for the Windows Server. However, the Chair mentioned that it is better to provide proper certifications from Microsoft.
3. One of the prospective bidders suggested deleting the word "SPK" (which denotes a type of port) on item no. 7 in the specifications since it is already an old model. Moreover, he inquired if the licenses of the computers are perpetual, not on a per-subscription basis.
4. The TWG for Computer and Office Equipment approved the deletion of "SPK" in the specifications. Further, the TWG attested that perpetual licenses must be pre-installed in the computers.
5. One of the prospective bidders inquired if they could offer a higher specification for the Windows OS, in their case their company will be offering an academic standard of Windows OS.
6. The TWG member for Computer and Office Equipment answered that offers with higher specifications are allowed since the posted technical specifications are just the minimum requirements.
7. One of the prospective bidders inquired if they could offer an integrated graphics card not compromising the required specifications.
8. The TWG member for Computer and Office Equipment answered that it is allowed for as long as the item will deliver its purpose.
9. One of the prospective bidders inquired if the committee would accept UHD 730 integrated graphics. Moreover, he asked if the committee would also allow an offer for a unit with a 1TB, SSD hard disk drive.
10. The TWG member for Computer and Office Equipment answered that they will review if the performance of UHD 730 integrated graphics will be similar to the performance of the preferred graphics card. For the hard disk, an SSD processor is accepted since it is faster than an HDD.
11. On item no. 8 – 1 unit of Entry Level Desktop Server, One of the prospective bidders suggested omitting the words "Broadcom" and "Dynamic Smart Array" since these words refer to a specific brand. The omission of those words will make the specifications open to various brands that are still available in the market.

12. The TWG member for Computer and Office Equipment words cannot be omitted since the End-User preferred the HP brand for compatibility with their servers.
13. One of the prospective bidders inquired if the Meraki license is on a renewal basis. If it is a renewal, he is requesting that the serial number be provided by the End-User.
14. The TWG member for Computer and Office Equipment answered that the Meraki license is on a renewal basis. Likewise, the serial number of the license will be provided by the End-User.
15. One of the prospective bidders requested the committee to have the serial number of the Meraki license included in the bid bulletin for easy access to the suppliers.
16. The BAC Chair asked the TWG if the serial number could be included in the bid bulletin.
17. The TWG Chair for Computer and Office Equipment answered that the serial number could be provided since there are instances that a supplier does not submit price quotations if the serial number is not provided prior to bidding.
18. One of the prospective bidders inquired if the university is open to offers with other brands specifically on items no. 1 and 8 since he observed that the specifications indicated are leaning toward a specific brand. If ever allowed, he suggested replacing the "Smart Array P408i-a" with "or any raid controller".
19. The TWG member for Computer and Office Equipment answered that bidders may offer other brands for the server.
20. One of the prospective bidders raised that if they will be offering other brands, their offer could be disqualified in the post-qualification since the Smart Array P408i-a raid controller is not included in the brand that they offer.
21. The TWG member for Computer and Office Equipment mentioned that they preferred the HP brand server since the existing server units in the university are also an HP brand, thus the configuration is easier for the personnel/ support group since the system environment is familiar to them. As previously mentioned, the committee is open to other brands with similar specifications, but the TWG reiterates that they still prefer the HP brand due to compatibility and configuration issues.
22. The TWG for Computer and Office Equipment mentioned that they will be discussing further the request of the prospective bidders if the server units with other brands will be entertained. Their decision will be included in the bid bulletin.
23. For the information of everyone, the BAC Chair emphasized that the procurement law allows government institutions to procure items with preferred brands if there are existing units with the same brand and will pose compatibility issues if other brands are procured.
24. One of the prospective bidders inquired if in case the committee would not accept other brands for the server, is there any possibility that the mode of award for the project be changed to a per-item basis.
25. 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.

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.

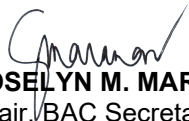
D. Other Matters:

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 11:30 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 11:30 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