



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 DRRM EQUIPMENT FOR CVSU SYSTEM:
INFRASTRUCTURE AUDIT EQUIPMENT

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
Renato B. Cubilla	- TWG Chair, DRMM Equipment
Larry E. Rocela	- TWG Member, DRMM Equipment
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
Joel Dimaunahan	- Cifra Marketing Corporation
Ramil Torino	- Cifra Marketing Corporation
Jomari Angel Jacinto	- Cifra Marketing Corporation
Charina De Jesus	- Andsons Educational Resources Inc
Francis Palmes	- BDA JR Construction
Marco Victor Mendoza	- End-User, CCJ
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 DRRM EQUIPMENT FOR CVSU SYSTEM: INFRASTRUCTURE AUDIT EQUIPMENT held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 1:30 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 three (3) 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 Seven Hundred Thousand Pesos (₱2,700,000.00).
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 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 Cifra Marketing Corporation inquired if the procurement project is open to other brands to compete since as per their checking, the specifications are locked to a specific brand. He also mentioned that every brand has specific features and technology citing item no. 2 - Ground Penetrating Radar GPR (with free lifetime software) wherein the equipment that they will offer uses or is bundled with an iPad [Tablet PC] rather than a Laptop Computer.
 2. The TWG member for DRMM Equipment answered that the specifications posted are not totally locked to a specific brand since as written, the values in the specifications are in range. Moreover, he mentioned that if the bidders/ suppliers offer products with different brands, the offers will be evaluated if it suited to the requirement or the specifications preferred by the End-User.
 3. The BAC Chair reiterated that the specifications posted are just the minimum requirements, thus, offers with higher specifications will be accepted since it is more advantageous and beneficial to the university.
 4. On item no. 2 - Ground Penetrating Radar GPR (with free lifetime software) the representative from Cifra Marketing Corporation mentioned that their device is bundled with a tablet showing the real-time results coupled with a basic or advanced lifetime software. The advanced lifetime software includes a 5-year free usage but can be used for standard/ basic functions after 5 years, meaning that the user cannot use the advanced features after 5 years (e.g. files cannot be saved in the cloud after five years) but it can be renewed. Furthermore, he seeks clarification on the meaning of "free lifetime software" and the targeted penetration depth of not less than 1 meter as written in the technical specifications.
 5. The TWG member for DRMM Equipment answered that the penetration depth of 1 meter is the maximum since the GPR will be used in the walls or slabs wherein the depth/ thickness will not reach or exceed 1 meter. With regards to the lifetime software included, the TWG and the End-User wanted a device that has software that is not renewable which entails an additional fee.
 6. The BAC Chair seeks the comments and knowledge of the TWG for Computer and Office Equipment with regards to the ICT functionalities of item no. 2.
 7. The TWG Chair for Computer and Office Equipment emphasized that the specifications of the device depend on the requirement of the End-User. However, she noted that in terms of the accessibility and retrieval of data, a laptop is more advantageous since tablet PC has limitations on the storage and retrieval of data.
 8. The representative from Cifra Marketing Corporation questioned the statement of the TWG Chair for Computer and Office Equipment on the issues of the limitations of tablet PC on the storage and retrieval of data. He mentioned that the tablet is still coupled with cables that can be connected to other devices and has the same functions as the laptop computers.

9. The TWG Chair for Computer and Office Equipment answered that in terms of flexibility of usage, a laptop computer is a better option than a tablet PC and it can be the reason why the End-User requires a laptop.
10. The representative from Cifra Marketing Corporation argued that tablet PCs are also flexible. He mentioned that when the tablet is connected to the internet, the results will be accessed on the computer in browser mode, can be sent via e-mail, and the data can be transferred to a computer.
11. The TWG Chair for Computer and Office Equipment emphasized again that the accessibility, storage, and retrieval of data is much easier for the End-User if they use a laptop. As per her understanding, those may be the reasons why the End-User chose a laptop rather than a tablet PC.
12. The TWG Chair for Computer and Office Equipment in agreement with TWG for DRMM Equipment reiterated that another reason why a laptop is preferred is the fact that a laptop can be used in other applications and functions than solely using it for the GPR.
13. The representative from Cifra Marketing Corporation inquired if in case they will include a laptop as an add-on, will the committee consider and/or accept their offer.
14. The BAC Chair reiterated that the specifications stipulated are only the minimum requirements. Bidders/ suppliers may offer items with higher specifications including add-ons.
15. The representative from Cifra Marketing Corporation noticed that the End-User requires IP65 which means that the equipment can be used even if it is raining. However, this device is not being used while raining.
16. The TWG member for DRMM Equipment answered that the equipment's durability (still functional even if it gets wet) and water-resistant property are the major reasons why they preferred an IP65 device.

C. Revised specifications/ Agreements:

1. The project is on bid-all basis.
2. The standard delivery period is thirty (30) days. However, a request for an extension of the delivery period 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.
3. Other queries from the prospective bidders will be accepted until March 4, 2024.
4. All other changes in the specifications will be posted in the bid bulletin on March 6, 2024.
5. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.

D. Other Matters:

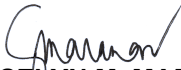
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.

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 1:30 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 2:00 p.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


MARCO VICTOR MENDOZA
End-user

Attested By:


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