



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
cvsu.edu.ph

BID AND AWARDS COMMITTEE
Goods and Consulting Services

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT FOR COM

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
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
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Anzley R. Crusis	- TWG Member, Computer and Office Equipment
Analyn Oracion	- Sellsia
Carlos Bolor	- Sellsia
Allysa Aguilana	- Mt. Zion Scientific Inc
Francisco Go, Jr.	- Scigate Technology Corp.
Romel Perea	- Scigate Technology Corp.
Charina De Jesus	- Andsons Educational Resources Inc.
Elizabeth Calag	- Aspen Multi-Systems Corporation
Gina Tapar	- Aspen Multi-Systems Corporation
Eleanor J. Galvez	- End-User/ Dean, College of Medicine
Franz Josef Biboso	- End-User, College of Medicine
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 FOR COM held at Lasap Hall, Cavite State University, Indang, Cavite on February 29, 2024, was called to order at 4:30 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 five (5) 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 Thirty-Six Million Eighty-Three Thousand Five Hundred Pesos (₱ 36,083,500.00).
2. The source of funds for the project is Trust.
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 questions and clarifications from the prospective bidders.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Aspen Multisystems Corporation raised that the procurement project is on bid all and not on a bid per item basis since she noticed that the project is on 1 lot as indicated in the Bid Document of the project posted on the CvSU website on page 12 – Scope of Bid.
2. The BAC reviewed the Bid Document and deliberated on the issue raised by the representative from Aspen Multisystems Corporation.
3. The BAC stands firm in its decision that the statement written in the Bid Document on page 12 *“The Procurement Project (referred to herein as “Project”) is composed of **one (1) Lot** the details of which are described in Section VII (Technical Specifications).”* only mean that “1 lot” denotes “1 project” and it does not necessarily mean that the mode for the award is on bid all. Moreover, the BAC Chair reiterated that the finalization of the specifications, as well as the mode of award, were being decided during the pre-bidding conference as agreed upon by the members of the BAC, the TWG, the End-User, and the prospective bidders.
4. The BAC Chair asked the other prospective bidders if they could join the bidding if the mode of award is bid all.
5. Three (3) out of five (5) suppliers said that they could not join the bidding if the mode of award is on bid all. However, if it is on a bid per item, all the prospective suppliers showed their intention to join the bidding.
6. The End-User asserted that the mode of procurement be on bid-per-item since the items for procurement are standalone or not integrated and that their previous procurement projects were all on a bid-per-item basis. The End-User further asked the committee about the advantages and/or disadvantages of bid per item or bid all.
7. The BAC Chair reiterated that the bid-per-item mode is more appropriate for this project since the items for procurement are standalone or not integrated, meaning that items can be used even if the other items are of different brands and/or not yet procured.
8. One of the representatives from prospective bidders also commented that since the project is composed of 22 items, it is possible that in a bid-per-item mode of award, different suppliers (e.g. 6 or 10 suppliers) may be awarded, thus if problems arise on the procured items [trainers], several suppliers will need to be contacted. However, if on a bid-all award, only one supplier will be responsible, thus, posing an advantage on the part of the End-User.
9. The representative from Scigate Technology Corporation suggested that the mode of award shall be done on a bid-per-item basis to make the bidding open to all suppliers/

prospective bidders and to give an opportunity for the End-User to choose from several brands with the possible highest quality that will benefit them and the institution.

10. After all the deliberation, the BAC, the TWG, and the End-User decided to have the mode of award for this procurement project on a bid-per-item basis.
11. The representative from Scigate Technology Corporation clarified if the End-User needs a binocular microscope or just a stereoscope (item no. 20).
12. Further, one representative from prospective bidders seeks clarification on the magnification of the microscope.
13. The End-User answered that a trinocular microscope is what they intend to procure. With regards to the magnification, the End-User told the committee that their group will be reviewing it and will finalize the specification.
14. The representative from Aspen Multisystems Corporation insisted that as per her understanding, the mode of award should be on bid-all since the project consists of 1 lot as stipulated on the Scope of Bid, page 12 of the Bid Document. She further questioned the decision of the committee with regard to the bid-per-item mode of award since the statement "bid-per-item" was not indicated in the Bid Document.
15. The BAC Chair emphasized that as per the decision of the BAC, the TWG, the End-User, and in agreement with other prospective bidders, the procurement project mode of award is still on a per-item basis. The Chair further reiterated that the statement "1 lot" as written in the Scope of Bid implies that the project only consists of 1 lot and does not reflect the mode of award for the project.

C. Agreements:

1. The mode of award for the project is on a per-item basis.
2. Other queries from the prospective bidders will be accepted until March 5, 2024.
3. All other changes in the specification will be posted in the bid bulletin on March 7, 2024.
4. The SLCC shall be 50% of the contracts related to the project (laboratory equipment) based on the ABC of the item.
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 14, 2024, at 12:00 p.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on March 14, 2024, at 4:30 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 5:00 p.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


ELEANOR J. GALVEZ
End-user

Attested By:


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