



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 INTERACTIVE DIGITAL BOARD
FOR COLLEGE OF MEDICINE

Present were:

Almira G. Magcawas	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Roderick M. Rupido	- Member
Sharon M. Isip	- Member
Emeline Guevarra	- TWG Chair, Computer and Office Equipment
Anzley R. Crusis	- TWG Member, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Trish Maersk Ballado	- Joneco Tech. Marketing Corp.
Elizabeth Calag	- Aspen Multi-System Corp.
Elaine Rose Olbes	- Cosmotech Phils., Inc.
Nicko Oriña	- Tawitech, Inc.
Jesper B. Cruz	- Ablaze Marketing
Nathaniel V. Mendoza	- AG Datacom Phils., Inc.
Mhila M. Matel	- Masangkay Computer Center
Jonelle Rey	- Bloom Social, Inc.
Michael Loren	- Maxcore
Rowel Panahon	- Maxcore
Annie Ramos	- End-User, COM
Eleanor J. Galvez	- End-User, COM
Gerald B. Natanauan	- End-User, COM
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, BAC Secretariat
Alma Veronica Ramos	- Member, BAC Secretariat
Shirley G. Aldea	- Member, BAC Secretariat

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF INTERACTIVE DIGITAL BOARD FOR COLLEGE OF MEDICINE held at Lasap Hall, Cavite State University, Indang, Cavite on June 5, 2024, was called to order at 2:00 p.m. and was presided over by the BAC Chair, Almira G. Magcawas.

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 nine (9) prospective bidders. COA and private sector representatives were invited but none attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million Pesos (₱1,000,000.00).
 2. The project's funding source is Trust Fund.
 3. To save time and based on the understanding that prospective bidders had already reviewed the equipment specifications before attending the pre-bid conference, the BAC Chair proceeded to entertain questions and clarifications from prospective bidders.
- B. Queries/Clarifications from the prospective bidders:
1. One of the prospective bidders inquired about the OPS Compatibility if it means OPS or just a compatibility. The TWG Member for Computer and Office Equipment answered that OPS is not included as long as it is compatible. Everyone agreed to remove the word "OPS" and just put Compatibility.
 2. The other prospective bidder inquired about the mechanical specification including the color, weight and dimensions. After thorough discussion, the BAC, TWG, and end-user together with the prospective bidders decided to remove bezel width, weight (head), packed weight and carton dimension from the list of specifications.
 3. The representative from Maxcore mentioned that the project is Supply, Delivery and Installation, so he asked about what type of installation is included, if it is wall mounted or simply set up using a trolley? The end user answered that they prefer trolley or with stand so that it can be seen by the students from the back and can be easily transferred from one place to another.
 4. The BAC Chair clarified that the specification includes stand with wheels.
 5. The representative from Maxcore requested to consider the weight of the digital board since the normal carrying capability of stand is up to 100kg.
 6. The other bidder mentioned that they offer a digital board lighter than the weight indicated on the specification.
 7. After thorough discussion, the BAC, TWG and end-user decided to remove the weight of digital board as long as the items deliver the same functions.
 8. One of the prospective bidders asked for clarification about the monitor dimension. The end-user clarified that they need 86" screen size monitor. The BAC, TWG and end-user decided to remove the monitor dimension of WxHxD and just put at least 86" for monitor/screen size.
 9. The other prospective bidders requested that the internal memory under Key Feature be changed to internal memory/storage. The BAC, TWG and end-user granted the request.
 10. The representative from one prospective bidder inquired about the Connectivity (Jack Interface), if it is allowed to relax the specifications to minimum of two (2). The representative from Maxcore explained that based on their observation, multiple USB port will be present if the board already has OPS, but if it is just the interactive board itself, sometimes it just has one USB port. The BAC, TWG and end-user decided that

there will be no minimum number of USB for as long as the 2 types of the port are present: USB 3.0 Type A, USB 2.0 Type A

11. One of the prospective bidders asked about the Wi-fi module and soundbar indicated at the accessories and the built-in wi-fi indicated at the key feature. The TWG clarified that soundbar and wi-fi module are additional accessories.
12. The representative from Joneco asked about the Bezel width included under Mechanical Specification. The TWG decided to remove the word "Bezel", but the color requirement will still be black for uniformity and since it is for classroom use.
13. One of the prospective bidders inquired about the HDMI-CEC under Key Feature. The TWG decided to remove such.
14. Another prospective bidder requested to relax the brightness specifications from 390nit down to 350nit. He explained that the standard brightness is 350nit, but the end-user insisted that they need 390nit. The BAC Chair then clarified to set the specification to "at least 390nit".
15. The representative from Maxcore inquired about the Color Depth of the panel if it is necessary to include it in the specification. After careful discussion, the BAC, TWG and end-user decided to remove the color depth in the specifications.
16. One of the representatives ask for clarification on the output, in which the BAC and TWG answered that it is Optical Touch USB(2).
17. The BAC Chair emphasized that all the specifications listed were minimum requirement so the bidders can offer equivalent specs or higher.

C. Agreements:

1. The project is on bid-all basis.
2. The maximum delivery period is sixty (60) days.
3. No request for extension will be accepted.
4. Other queries from the prospective bidders will be accepted until June 17, 2024.
5. All changes on the specifications will be included in the posting of the bid bulletin on June 19, 2024.
6. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to pot-qualification.

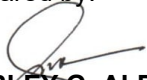
D. Other Matters:

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 June 26, 2024, at 12:00 NN, late bids will not be accepted.
4. The face-to-face bid opening will be held on June 26, 2024, at 2:00 p.m. at OGS Conference Room, Cavite State University, Indang, Cavite.
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 2:30 p.m.

Prepared by:


SHIRLEY G. ALDEA
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


ELEANOR J. GALVEZ
End-user

Attested By:


ALMIRA G. MAGCAWAS
Chair, BAC for Goods and Consulting Services