



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 CLONED COMPUTER SET FOR CEIT-CCL

Present were:

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|-------------------------|--|
| 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 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 |
| Trish Maerks AJ Ballado | - Joneco Tech. Marketing Corp. |
| Nathaniel Mendoza | - AG Datacom Phils., Inc. |
| Mhila Mojica Matel | - Masangkay Computer Center |
| Bienvenido Sarmineto | - End-User, CEIT-CCL |
| 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 CLONED COMPUTER SET FOR CEIT-CCL held at Lasap Hall, Cavite State University, Indang, Cavite on June 5, 2024, was called to order at 2:30 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 three (3) 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 Five Hundred Ninety-Nine Thousand Pesos (₱1,599,000.00).
2. The project's funding sources is Fund 164.
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. The representative from Joneco Tech. Marketing Corp. inquired if they could request for the removal of "DVI-D" on the specification of the Motherboard and change the minimum specs of the casing from 750W to 700W.
2. The BAC, TWG and end-user agreed and granted the request.
3. The prospective bidder inquired about the absence of a keyboard in the technical specifications, to which the TWG clarified that a keyboard is indeed not included in the technical specifications.
4. The BAC Chair emphasized that all listed specifications are minimum requirements, allowing bidders to offer equivalent or superior specs. The BAC Chair further announced that any changes to the specifications will be included in the bid bulletin.

C. Agreements:

1. The project is on bid-all basis.
2. The standard delivery period is thirty (30) days.
3. Other queries from the prospective bidders will be accepted until June 17, 2024.
4. All the changes on the specifications will be included in the posting of the bid bulletin on June 19, 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 June 26, 2024, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on June 26, 2024, at 2:30 p.m. at OGS Conference Room.
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:

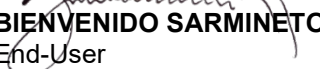


SHIRLEY G. ALDEA
Member, BAC Secretariat




ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



BIENVENIDO SARMINETO
End-User

Attested By:



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