



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, INSTALLATION AND CONFIGURATION VARIOUS EQUIPMENT FOR
CvSU ROSARIO CAMPUS

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 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
Ronald P. Peña	- TWG Chair, Air-conditioning, Transportation Equipment and Other Machineries
Arturo Eraña	- TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
Michael T. Costa	- TWG Chair, Electronics and Communications Engineering (ECE) Equipment
Edwin A. Arboleda	- TWG Member, Electronics and Communications Engineering (ECE) Equipment
Anj Oraza	- Digital Manufacturing
Lauro B. Pascua	- End-User, CvSU Rosario Campus
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, INSTALLATION AND CONFIGURATION OF VARIOUS EQUIPMENT FOR CvSU ROSARIO CAMPUS held at Lasap Hall, Cavite State University, Indang, Cavite on June 5, 2024, was called to order at 3:00 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 three (3) prospective bidders. COA and private sector representatives were invited but no one attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million Five Hundred Sixty Thousand Pesos (₱1,560,000.00).
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 Digital Manufacturing inquired if the bid is per lot. She also asked about the delivery period considering most of the items are imported. She suggested to consider the 60 days delivery period including the installation and training. After thorough discussion of BAC and TWG, it is clarified that the award of the project is bid-all basis. Also, they agreed to extend the delivery period up to 60days.
2. The representative from Digital Manufacturing clarified the build volume for the 3D printer, noting a discrepancy in the length specification. They can provide a length of 210mm, not 230mm as initially specified. She inquired if it was possible to change the required length to 210mm. The BAC Chair responded that this would be consulted with the end-user first, and any changes will be posted in the bid bulletin.
3. The representative from Digital Manufacturing also asked about the composite material included in the 3D printer. She requested if this composite material could be identified and included in the technical specifications. The BAC Chair answered that this will be consulted to end-user first and changes will be posted in the bid bulletin.
4. The representative from Digital Manufacturing also asked about the Nozzle options if it can be set to default 0.4mm. She explained that 0.4mm is the default Nozzle size but other option sizes can be included. The BAC and TWG agreed to set the default nozzle size to 0.4mm and the other sizes are the spare nozzles.
5. The representative from Digital Manufacturing suggested also that the word NFC on auto detection of materials be removed because it is referring to a specific brand. The BAC Chair answered that this will be clarified with the end-user first.
6. The representative from Digital Manufacturing also noted that the filament diameter of the 3D printer should be specified. She suggested that the end-user enumerate the package inclusions, such as the 3D printer kit and the amount of filament needed. Additionally, she pointed out that the supported filament mentioned in the technical specifications is more advanced than the ABC of the item. The BAC Chair responded that this would be checked with the end-user first.
7. The representative from Digital Manufacturing suggested that slicing software should be made perpetual for it to last a lifetime. She also suggested that onsite training be included in the list of specifications since it is mandatory. The BAC Chair answered to checked this first with the end-user.
8. The representative from Digital Manufacturing asked if the 3D scanner is handheld or tabletop. The end-user, who was on the phone at the time, responded that they prefer a tabletop 3D scanner. The BAC Chair stated that this preference will be included in the bid bulletin.

9. Another clarification of the prospective bidder is on the weight and dimension. She requested if it can be changed to manufacturer's standard so as not to tailor fit with the specific machine. The BAC, TWG and end-user agreed to change it to manufacturer's standard.
10. The representative from Digital Manufacturing also mentioned about the standard calibration board and standard turn table. She emphasized that there should be battery packs. The BAC, TWG and end-user agreed to include the battery packs.
11. The representative from Digital Manufacturing also mentioned about the 3D scanning licensed software. She advised that it is better to include it in the package. The BAC, TWG and end-user agreed to include it in the package.
12. The representative from Digital Manufacturing clarified the file format included in the 3D scanner. She mentioned that after the 3S scanner, the file will be transferred to AutoCAD. With the 3D cad, the usual file format used in 3D cad is STL and OBJ. She requested that the ASC and PLY be optional, in which the BAC, TWG and end-user agreed.
13. The representative from Digital Manufacturing discussed about the CNC router lathe machine. She mentioned that they are not sure if they can offer such because the price is far way too low considering the specifications. She also added that the package inclusion should be included like AVR, cutting tools and others. She also reiterated that the specifications are outdated. She also mentioned to include the onsite training. The BAC Chair advised the end-user to double check the technical specifications and the ABC/budget for the project considering the freight rates of the items.
14. The representative from Digital Manufacturing mentioned that the wattage for item no. 6, the laser power, is too low at 40W-60W and should be at least 100W for finer results. She also suggested double-checking the specifications, as she believes they are outdated and the budget for the item is too low. The BAC Chair advised the end-user to thoroughly review the specifications they need.
15. The BAC Chair asked the end-user to coordinate with the TWG regarding the finalization of the technical specifications of each item included in the project. She also announced that changes in the specifications will be included in the bid bulletin.

C. Agreements:

1. The project is on bid all basis.
2. The standard delivery period together with the installation and training is sixty (60) 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:

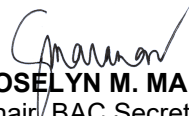
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.

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 3:30 p.m.

Prepared by:


SHIRLEY G. ALDEA
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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