



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 DESKTOP COMPUTER AND LAPTOP FOR
CARMONA CAMPUS

Present were:

Almira G. Magcawas	- Chair
Bettina Joyce P. Ilagan	- Vice Chair
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
Mila Mojica Matel	- Masangkay Computer Center
Daisy Alvarez	- 16/35 mm Production Supply
Merwin Agriman	- Multiline
Jess Cruz II	- Andsons Educational Resources Inc.
Christian Catolino	- Silicon Valley
Trish Ballardo	- Joneco Tech Marketing Corp.
Erika Oronce	- BMT Marketing
Lenisa Rabion	- Zafeera
Richard Hernandez	- End-User, Camona Campus
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 DESKTOP COMPUTER AND LAPTOP FOR CARMONA CAMPUS held at Conference Room, Interdisciplinary Research Building, Cavite State University, Indang, Cavite on August 22, 2024 was called to order at 1:30 p.m. and was presided over by the BAC Chair, Dr. 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 eight (8) 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 Three Million Three Hundred Thousand Pesos (₱3,300,000.00) consisting of four (4) items.
2. The project's funding sources is Fund 164.
3. The BAC Chair stated that the project compromised four items and presented the specifications as follows:

- Item 1: 52 units of Desktop Computers for the computer laboratory
- Item 2: 3 units of laptops for office use
- Item 3: 2 units midrange laptops
- Item 4: 2 units of Desktop Computers for office use (branded)

B. Queries/ Clarifications from the prospective bidders/ Agreements:

1. The prospective bidders raised their clarifications regarding the following:
 - 1.1. Rated voltage for items 1 and 4.
 - 1.2. Storage capacity and screen size of item 2.
 - 1.3. The mode of award for the project.
2. The TWG, the end-user, and the BAC agreed some changes in the specifications as follows:
 - 2.1. Rated voltage of items 1 and 4 will be changed to 220 – 240 V.
 - 2.2. Storage capacity of item 2 will be remained to 1TB while the screen size shall be at least 15.6 inches.
3. The BAC Chair reiterated that the mode of award for the project is on bid all basis.
4. 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.
5. All changes in the technical specifications will be posted as a supplemental bid bulletin on August 29, 2024.
6. Other queries from the prospective bidders will be accepted until August 27, 2024.
7. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.

C. 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 September 5, 2024, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on September 5, 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:


RICHARD L. HERNANDEZ
End-user

Attested By:


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