



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 AND DELIVERY OF MACHINERY AND EQUIPMENT FOR CCAT TECHNOVATION
CENTER - FABLAB

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
Michael T. Costa	- TWG Chair, Electronics and Communications Equipment
Edwin R. Arboleda	- TWG Member, Electronics and Communications Equipment
Trish Ballardo	- Joneco Tech Marketing Corp.
Roselyn De Ocampo	- ATI
Ample Rose Bataclan	- Gecor Machine Solutions
Anj Oranza	- OMNIFAB
Christelle R. Deramas	- DMS
Jess Cruz II	- Andsons Educational Resources Inc.
Aljhon Bryan Sabater	- End-User, CCAT 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 AND DELIVERY OF MACHINERY AND EQUIPMENT FOR CCAT TECHNOVATION CENTER – FABLAB held at Conference Room, Interdisciplinary Research Building, Cavite State University, Indang, Cavite on August 22, 2024 was called to order at 2:00 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 six (6) 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-Eight Thousand Pesos (₱1,598,000.00) consisting of five (5) items.
2. The source of funds for the project is Fund 164.
3. The BAC Chair stated that the project compromised five items and presented the specifications as follows:

- Item 1: 2 units FDM 3D printer
- Item 2: 1 unit Multicolor 3D printer
- Item 3: 1 unit Desktop CNC router
- Item 4: 1 unit CO2 laser cutting and engraving machine with rotary
- Item 5: 1 unit A3 size multifunction printer

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

1. The prospective bidders raised their clarifications regarding the following:
 - 1.1. Number of trainings days required.
 - 1.2. Minimum size requirement for the rotary.
 - 1.3. Inclusion of dust collector if required.
2. The BAC Chair answered that the number of training days shall be determined by the winning bidder.
3. The End-User answered that the dust collector for item no. 4 is not required. However, bid offer with dust collector is advantageous to the institution.
4. For the size of the rotary, the End-User told the committee that he will consult first with the Technovation manager and will inform the Secretariat about the specs.
5. The BAC Chair reiterated that the mode of award for the project is on bid all basis.
6. The committee agreed to change the delivery and completion of the project into **60 days**.
7. All changes in the technical specifications will be posted as a supplemental bid bulletin on August 29, 2024.
8. Other queries from the prospective bidders will be accepted until August 27, 2024.
9. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.

C. Other Matters:

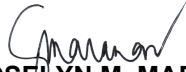
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
3. Payment 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 2:00 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 2:30 p.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


ALJHON BRYAN SABATER
End-user

Attested By:


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