



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 VARIOUS HERBARIUM EQUIPMENT
FOR DBS-CAS

Present were:

Bettina Joyce P. Ilagan - Vice Chair, BAC for Goods and Consulting Services
Edwina O. Roderos - Member
Roderick M. Rupido - Member
Sharon M. Isip - Member
Willie C. Buclatin - Member
Rene B. Betonio - TWG Chair, Medical, Dental and Laboratory Equipment
Lani S. Rodis - TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera - TWG Member, Medical, Dental and Laboratory Equipment
Arleen C. Panaligan - TWG Member, Medical, Dental and Laboratory Equipment
Annie M. Ramos - TWG Member, Medical, Dental and Laboratory Equipment
Ivan Derek V. Wycoco - TWG Member, Medical, Dental and Laboratory Equipment
Jhun Capulong - Fil-Anaserve Inc.
Lloyd O. Balinado - End-User, DBS-CAS
Alcona Mae Baltazar - End-User, DBS-CAS
Preciosa G. Eraña - OIC, Procurement Office
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 VARIOUS HERBARIUM EQUIPMENT FOR DBS-CAS held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 12 November 2024 was called to order at 9:00 a.m. The BAC Vice Chair, Dr. Bettina P. Ilagan presided over the pre-bid conference on behalf of the BAC Chair.

The Vice Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-Users. The Vice Chair also acknowledged the presence of a representative from the one (1) prospective bidder. Representatives from COA and private sectors were invited but unfortunately, did not attend the pre-bidding conference.

A. The Vice Chair emphasized and clarified the following:

1. The ABC of the project is One Million Pesos (₱1,000,000.00) consisting of four (4) items.
2. The source of funds for the project is Fund 164.
3. The items for procurement are as follows:

Item 1: 1 unit of Rotary Microtome
Item 2: 1 unit of Embedding System
Item 3: 6 units of Herbarium Cabinet
Item 4: 1 unit of Drying Oven

4. For the interest of time and the BAC's understanding that the potential bidder had already studied the equipment specifications prior to the pre-bid conference, the BAC Vice Chair allowed the potential bidder to ask questions and seek clarifications.

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

1. Representative from Fil-Anaserve Inc inquired if the project is in bid-all basis or bid per item.
2. The BAC, end-user and TWG agreed that the project would be bid-all basis.
3. 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.
4. All changes in the technical specifications will be posted on the CvSU website as a supplemental bid bulletin on November 19, 2024.
5. Other queries from the prospective bidders will be accepted until November 16, 2024.
6. 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 November 26, 2024, at 8:30 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on November 26, 2024, at 9:00 a.m. at S.M. 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 Vice Chair at 9:20 a.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat



ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



LLOYD O. BALINADO, PhD
End-User/ Chairperson, DBS-CAS

Attested by:



BETTINA JOYCE P. ILAGAN, PhD
Vice Chair, BAC for Goods and Consulting Services