



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 LABORATORY  
EQUIPMENT FOR THE UNIVERSITY – *EARLY PROCUREMENT*

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/ End-User  
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  
Denise Tolentino - Rainphil Inc.  
Lourdes Manikis - Rainphil Inc.  
Bianca Louise Bea - Diamed Enterprise  
Diane Dimzon - Noveaulab  
Daryl Dumaraos - Noveaulab  
Jennefer Berdum - Krypton International Resources Sales and Services Inc.  
Elizabeth Mora - Labtraders, Inc.  
Elizabeth Gabillete - Levins International Corporation  
Elizabeth Calag - Aspen Multi-Systems Corporation  
Jhun Capulong - Fil-Anaserve Inc.  
Michelle T. Bono - End-User, BRITE Center  
Emmanuel Mago - End-User, CVMBS  
Gesele May Romea - End-User, MRDIRC  
Abigail P. Daria - End-User, CAFENR  
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 LABORATORY EQUIPMENT FOR THE UNIVERSITY – EARLY PROCUREMENT held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 12 November 2024 was called to order at 11:00 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 representatives from the eight (8) prospective bidders. 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 Six Million Four Hundred Ninety-Four Thousand Pesos (₱6,494,000.00) consisting of twenty-four (24) items distributed among the three (3) Colleges and two (2) commodity centers.
2. The source of funds for the project is Fund 101.
3. The items for procurement are as follows:

BRITE Center

- Item 1: 2 units of Stereomicroscope
- Item 2: 2 units of Trinocular Compound Light Microscope
- Item 3: 1 unit of Rotary Evaporator

CAS

- Item 4: 2 units of Analytical Balance
- Item 5: 2 units of 2L Lab Rotary Evaporator Evaporation Apparatus with Motor Lift
- Item 6: 1 unit of Muffle Furnace

MRDIRC

- Item 7: 1 unit of Large Capacity Refrigerated Centrifuge
- Item 8: 1 unit of Inverted Microscope

CVMBS

- Item 9: 1 unit of Refrigerated Centrifuge
- Item 10: 2 units of UV Cleaner Box for PCR
- Item 11: 1 unit of UV Transilluminator with Camera Box for Gel Documentation
- Item 12: 1 unit of Digital pH Meter with pH Pen Tester for liquid
- Item 13: 1 unit of Nephelometer

CAFENR

- Item 14: 1 unit of Gas Range with Hood
- Item 15: 1 unit of Food Dehydrator Industrial
- Item 16: 1 unit of 13" Medium-Duty Manual Gravity Feed Meat Slicer - 3/4 hp
- Item 17: 1 unit of Chamber Vacuum Sealer with 10" Seal Bar
- Item 18: 1 unit of 54" Solid Door Reach-In Freezer
- Item 19: 1 unit of Commercial Chest Freezer- minimum 19.4 cu ft
- Item 20: 1 unit of Compensated Calorimeter
- Item 21: 1 unit of Refrigerated Centrifuge
- Item 22: 4 units of Analytical Balance
- Item 23: 4 units of Desiccator
- Item 24: 1 unit of Spectrophotometer – Optical System

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

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

1. In agreement with the BAC, TWG, End-User, and prospective bidders, the following revisions will be applied to the technical specifications:

1.1. For the equipment under the BRITE Center

1.1.1 Item 1: 2 units of Stereomicroscope

- Change the interpupillary distance to adjustable between 51 and 76mm
- Illumination: Replace halogen bulbs with LED bulbs
- Change the magnification of the eyepiece to WF 10x/20-22mm
- Change the working distance from 100mm to 100-120mm

1.1.2. Item 3: 1 unit of Rotary Evaporator

- Receiving / Collecting Bottle: 1L 35# (Ball Mill Mouth)
- Replace "Condenser: Vertical  $\Phi$ 85\*430mm" with "Condenser: Yes"
- Delete charging valve specs
- Change the stroke height to at least 120mm
- Replace the rotating power value to "must be compliant with the rotary speed"
- Change the power rating of 50Hz with 50/60 Hz
- Delete the external dimensions (as to manufacturer standard is accepted)
- Replace Oil-based vacuum pump with Diaphragm pump

1.2. For the equipment under CAS

1.2.1. Item 4: 2 units of Analytical Balance

- Change the linearity from  $\pm 0.2$  to 0.5 mg

1.2.2. Item 5: 2 units of 2L Lab Rotary Evaporator Evaporation Apparatus with Motor Lift

- Replace the value of condenser interface with flask with "as per manufacturers' standard"

1.3. For the equipment under Macapuno Center *(All items are for review and finalization of the End-User, to be posted through Bid Bulletin)*

1.3.1. Item 7: 1 unit of Large Capacity Refrigerated Centrifuge

- Consideration of lowering the speed requirement of 30,000 rpm and changing the temperature adjustment of -10 Celsius to 30 Celsius

1.3.2. Item 8: 1 unit of Inverted Microscope

- Consideration of the change of 2x magnification to 4x

1.4. For the equipment under CVMBS

1.4.1. Item 9: 1 unit of Refrigerated Centrifuge

- Change the maximum speed to 15,300-18,000 rpm
- Approximate dimension of 70(W)x 63(D)x36(H) cm

1.4.2. Item 10: 2 units of UV Cleaner Box for PCR

- Change the item title to "PCR Cabinet with UV"

1.4.3. Item 11: 1 unit of UV Transilluminator with Camera Box for Gel Documentation

- Replace the dimensions with "as per manufacturers' standard"
- Change the lens values to 1.2-1.4 and 6-12 mm
- Include "built-in or removable" in the gel tray

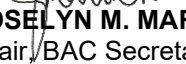
1.4.4. Item 12: 1 unit of Digital pH Meter with pH Pen Tester for liquid

- Replace “pH Pen” with “pH Electrode” in the item title
  - Replace “AA batteries” with “batteries included”
- 1.5. For the equipment under CAFENR
- 1.5.1. Item 19: 1 unit of Commercial Chest Freezer- minimum 19.4 cu ft
- Change voltage to 220V
- 1.5.2. Item 21: 1 unit of Refrigerated Centrifuge
- Consideration of adjusting the speed requirement that will fit in the budget
- 1.5.3. Item 22: 4 units of Analytical Balance
- Include capacity of 200g in the technical specs
2. The BAC Vice Chair emphasized that the technical specifications presented are the minimum requirements. Prospective bidders may counter-offer equipment/items with higher specifications since it is beneficial to the University.
3. All changes and final revisions in the technical specifications will be posted as a supplemental bid bulletin on November 19, 2024.
4. The BAC Vice Chair reiterated that the mode of award for the project is on a bid per item basis.
5. The standard delivery period is thirty (30) days. However, ***the delivery period was adjusted to sixty (60) calendar days (without extension)*** in agreement with the BAC, TWG, End-Users, and prospective bidders.
6. Other queries from the prospective bidders will be accepted until November 16, 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 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 11:00 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 12:00 p.m.

Prepared by:

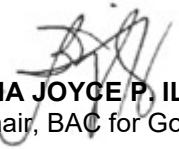
  
**AL EUGENE L. TORRES**  
Member, BAC Secretariat

  
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Noted by:

  
**PRECIOSA G. ERAÑA**  
End-User

Attested by:

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