



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 STENO MACHINE FOR CEMDS
– *EARLY PROCUREMENT*

Present were:

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| Almira G. Magcawas | - Chair, BAC for Goods and Consulting Services |
| Bettina Joyce P. Ilagan | - Vice Chair |
| Edwina O. Roderos | - Member |
| Sharon M. Isip | - Member |
| Willie C. Buclatin | - Member |
| Roderick M. Rupido | - 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 Communication Engineering (ECE) Equipment |
| Edwin R. Arboleda | - TWG Member, Electronics and Communication Engineering (ECE) Equipment |
| Arturo C. Eraña | - TWG Member, Airconditioning, Transport Equipment and Other Machineries |
| Emerson C. Lascano | - TWG Member, Airconditioning, Transport Equipment and Other Machineries |
| Jess Cruz II | - Andsons Educational Resources |
| Sabrina Moralde | - Pacific Solutions |
| Teddy Camaslo | - Pacific Solutions |
| Edelita R. Depano | - End-User, CEMDS |
| 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 STENO MACHINE FOR CEMDS – *Early Procurement* held at Lasap Hall, Cavite State University, Indang, Cavite on November 12, 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 two (2) prospective bidders. No COA and/or private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million Two Hundred Thousand Pesos (₱1,200,000.00).
2. The source of funds for the project is Fund 101.

3. For the interest of time and since as per the understanding of the BAC that the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair already proceed to entertain the questions and clarifications from the prospective bidders.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Pacific Solutions requested for additional specification of 1TB HDD (for backup) for Laptop. The Chair inquired if it has to be added for the list of specifications and the TWG Chair replied that there is no need since the listed specifications were all minimum specifications.
2. The representative from Pacific Solutions requested for 1-year loner license subscription of Gase CATalyst which is renewable every year for four years instead of the straight 4-year license subscription. She also offered 1-year warranty on hardware.
3. The representative from Andons Educational Resources stated that whichever mode of subscription, they are all agreeable.
4. Everyone agreed that the 4-year license subscription will not be changed.
5. The TWG for Chair for Electronics and Communications Engineering (ECE) inquire regarding the expiration of license, if it is totally disabled the features or not updated.
6. Representative from Pacific Solutions explained that the end-user cannot use the Steno Machine continuously if the subscription expires.

C. Revised specifications/ Agreements:

1. The mode of award for the project is on bid-all basis.
2. The contract duration of the project is 30 calendar days.
3. Other queries from the prospective bidders will be accepted until November 16, 2024.
4. All other changes in the specifications will be posted in the bid bulletin on November 19, 2024.
5. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.

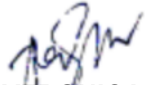
D. Other Matters:

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 November 26, 2024, at 8:30 a.m. at the Procurement Office. Late bids will not be accepted.

4. The face-to-face bid opening will be held on November 26, 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 3:00 p.m.

Prepared by:


ALMA VERONICA S. RAMOS
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested by:


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