



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 OFFICE EQUIPMENT FOR THE  
UNIVERSITY– *EARLY PROCUREMENT*

Present were:

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
Kelvin Paul T. Fedeline	- EMJ Corp Asia Inc
Adrian Pol D. Lacambata	- Sonkkens Equipment Trading
Selah D. Alabata	- Pinnacle Sphere Enterprises
Abegail Malong	- Lightnet Connect Systems Corp.
Rafael Sabandal	- Lightnet Connect Systems Corp.
Preciosa G. Eraña	- End-User, Procurement
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 OFFICE EQUIPMENT FOR THE UNIVERSITY– *Early Procurement* held at Lasap Hall, Cavite State University, Indang, Cavite on November 12, 2024, was called to order at 2:30 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 five (5) 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 Four Million Three Hundred Thirteen Thousand Pesos (₱4,313,000.00).
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. A prospective bidder inquires if they can offer same or higher specifications than the posted technical specs. The TWG explained that the posted technical specifications are all minimum requirements and the bidders can offer a higher specification as long as it fits on the given budget.
2. For Item No. 1 and Item No. 3, all agreed to omit the Package Size and change to “as to manufacturer’s standard”;
3. For all the aircon units, the BAC required the prospective bidders to conduct ocular inspection/site visit. Certificate of Site Inspection secured from the end-user will be included in the bid documents;
4. Everyone agreed to divide the project into two lots. Lot A for TVs and other equipment, and Lot B for air conditions only;
5. Revised technical specifications per lot and the amount of bid documents will be posted through bid bulletin.
6. The SLCC of each lot is relaxed to 5 years.

C. Revised specifications/ Agreements:

1. The mode of award for the project is on per lot 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. Changes to the specifications to be finalize by the end-user in coordination with the Technical Working Group (TWG).
5. All other changes in the specifications will be posted in the bid bulletin on November 19, 2024.
6. 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 2:30 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 3:00 p.m.

Prepared by:


  
**ALMA VERONICA S. RAMOS**  
Member, BAC Secretariat

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

Noted by:

  
**PRECIOSA G. ERAÑA**  
End-User

Attested by:

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