



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 DESKTOP COMPUTERS FOR COM

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
Roselyn Aira Arañas	- BMT Marketing
Trish Ballado	- Joneco Tech Marketing Corp
JC Cabico	- Tekzone Computer
Marlou B. Libao	- Xitrix Computer Corp
Lenisa Rabino	- Zafeera Computer
Jess Cruz II	- Andsons Educational Resources
Kelvin Paul T. Fedeline	- EMJ Corp Asia Inc
Adrian Paul D. Lacambata	- Sonkkens Equipment Trading
Selah D. Alabata	- Pinnacle Sphere Enterprises
Eleanor J. Galvez	- End-User, Procurement
Annie M. Ramos	- 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 3:00 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 nine (9) 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 Three Million Six Hundred Thousand Pesos (₱3,600,000.00).
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. Representative from Xitrix Computer Corp inquired if the specifications of processor be relaxed from i7 13th Gen to i5 14th Gen. The TWG insisted to stick with the specifications. He also inquired if all the desktop computers are branded or cloned. The TWG informed the group that they can offer branded or cloned desktop computers because as per their checking, the ABC of the project can cover branded computers;
2. Representative from Xitrix Computer Corp also asked about the WIFI connectivity. The TWG answered that it should be at least wifi 5;
3. The TWG further explained that the bidders can offer latest MS Office as long as it is licensed. On the other hand, if the bidders offered clone computer, certificate from Microsoft can be attached to bid documents but not required;
4. The TWG explained that the winning bidders should do the unboxing and set-up of the desktop computers prior to inspection.

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. 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 3:00 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 3:30 p.m.

Prepared by:


ALMA VERONICA S. RAMOS
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


ELEANOR J. GALVEZ
End-User

Attested by:


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