



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, INSTALLATION AND CONFIGURATION OF VARIOUS SOFTWARE AND
ICT 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
Marlou B. Libao	- Xitrix Computer Corp
JC Cabico	- Tekzone Computer
Trish Ballado	- Joneco Tech Marketing Corp
Lenisa Rabino	- Zafeera Computer
Jess Cruz II	- Andsons Educational Resources
Kelvin Paul T. Fedeline	- ENJ Corp Asia Inc
Adrian Pol D. Lacambata	- Sokkens Equipment Trading
Elimelita L. Ralona	- Inkbiz Ventures
Andrea Pauline Ostonal	- Pronet Systems Integrated Network Solution, Inc.
Ronel Helme	- Pronet Systems Integrated Network Solution, Inc
Debbie Eusebio	- Phil Data
May Andres	- Phil Data
Bert Cariaso	- Phil Data
Emeline C. Guevarra	- 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, INSTALLATION AND CONFIGURATION OF VARIOUS SOFTWARE AND ICT EQUIPMENT FOR THE UNIVERSITY– *Early Procurement* held at Lasap Hall, Cavite State University, Indang, Cavite on November 12, 2024, was called to order at 4:00 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 ten (10) 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 Twenty-One Million One Hundred Sixteen Thousand Pesos (₱21,116,000.00).
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. For Lot A, ocular/site inspection is a required. The TWG request the prospective bidders to conduct site inspection on November 20, 2024, 9:00 a.m. Just look for Mr. Anzley Crusis at College of Engineering and Information Technology;
2. For Lot B:
 - Item No.1, the TWG clarified that the term “All-in-One Desktop” already includes keyboard and mouse;
 - In Item No. 2, the TWG clarified that the prospective bidders can offer cloned desktop. 32GB DDR5 is considered as single stick and delete Noctua on graphics
 - In Item No. 3, the TWG clarified that the prospective bidders can offer Ryzen 5 5600X or its equivalent. Ventus 2X OC can also be deleted on the specification;
3. For Lot C:
 - In Item No. 1, the TWG clarified that the Meraki MS250 is 1year renewal;
 - In Item No. 4 and Item No. 5, the TWG request the prospective bidders that they should offer new licenses and not renewal of the existing license;
 - Certificate must be presented as accredited supplier
4. For Lot D:
 - For Item No. 5, the phrase “preferably Belden” will be omitted and changed to high-end quality UTP Cables;
 - For Item No. 6, the TWG clarified that its is 5Cat5e patch panel. The stranded patch cord will be reviewed by the end-user;
 - For Item No. 8, the RJ45 is Cat5e
 - For Item No. 9, the Rack Server Cabinet should be full perforated or glass. It should also epoxy powder coating or its equivalent.

C. Revised specifications/ Agreements:

1. The requirement “Must have at least 1 certified network associate” is required for the switch only;
2. The mode of award for the project is on per lot basis;
3. The contract duration of the project is 60 calendar days without extension.

4. Other queries from the prospective bidders will be accepted until November 16, 2024.
5. Changes to the specifications to be finalized by the end-user in coordination with the Technical Working Group (TWG).
6. All other changes in the specifications will be posted in the bid bulletin on November 19, 2024.
7. 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 4:00 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 4:30 p.m.

Prepared by:


ALMA VERONICA S. RAMOS
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


EMELINE C. GUEVARRA
End-User

Attested by:


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