



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**

Present were:

Almira G. Magcawas	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Roderick M. Rupido	- Member
Sharon M. Isip	- Member
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment
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
Emmanuel Mago	- TWG Member, Medical, Dental and Laboratory Equipment/ End User, CVMBS
Elizabeth Gabillete	- Levins International Corporation
Michelle T. Bono	- End-User, BRITE Center
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 held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 13 March 2025 was called to order at 8:30 a.m. The BAC Chair, Dr. Almira G. Magcawas presided over the pre-bid conference on behalf of the BAC Chair.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-Users. The Chair also acknowledged the presence of representatives from one (1) prospective bidder. Representatives from COA and private sectors were invited but unfortunately did not attend the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Five Million Three Hundred Sixty-Five Thousand Six Hundred One Pesos (₱5,365,601.00) consisting of twenty-three (23) items.
2. The source of funds for the project is Fund 101.
3. The project is on a bid-per-item basis.

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 Chair allowed the potential bidders to ask questions and seek clarifications.
5. 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

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- 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

Makapuno Center

- Item 7: 1 unit of Inverted Microscope

CVMBS

- Item 8: 1 unit of Refrigerated Centrifuge
- Item 9: 2 units of UV Cleaner Box for PCR
- Item 10: 1 unit of UV Transilluminator with Camera Box for Gel Documentation
- Item 11: 1 unit of Digital pH Meter with pH Pen Tester for liquid
- Item 12: 1 unit of Nephelometer

CAFENR

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

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

1. The following were brought forward by the potential bidders for clarification and recommendations:
  - 1.1. Item 1: 2 units of Stereomicroscope
    - replacement of LED instead of Halogen bulb
    - replacement of eyepiece objectives to 0.67-4.5
  - 1.2. Item 2: 2 units of Trinocular Compound Light Microscope
    - Dioptric Adjustment: left eyepiece or both
    - Specimen Stage: Mechanical stage, approx. 125x115 mm, 70x30 mm X-Y movement range. Vernier scale on the two axes
  - 1.3. Item 4: 2 units of Analytical Balance
    - Linearity: at most  $\pm 0.3$  mg
  - 1.4. Item 7: 1 unit of Inverted Microscope
    - Verify with the End-User if the illumination is florescent or LED.

1.5. Item 8: 1 unit of Refrigerated Centrifuge

- Change maximum capacity from 2,000 to 1,000 mL.
2. The TWG requested prospective bidders to include photocopy of brochures and it should be clear/readable.
  3. The committee noted all the comments and suggestions of the potential bidder. The Chair reiterated that the presented specifications per item are just minimum requirements. The potential bidder/s can offer items with higher specifications.
  4. All changes in the technical specifications will be posted on PhilGEPS and CvSU website as a supplemental bid bulletin on March 20, 2025.
  5. The standard delivery period is thirty (30) days. However, a request for an extension of the delivery period will be accepted in consideration that there are valid and justifiable reasons for the delay, subject to the approval of the TWG and the BAC.
  6. Other queries from the prospective bidders will be accepted until March 18, 2025.
  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. The BAC is also requesting prospective bidder/s to include the technical specifications together with the brand name and model of their offers in the price schedule (financial component) and shall include product brochures in the technical document which may help the TWG in the post-qualification procedure and the BAC Secretariat in the preparation of Purchase Order.
4. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on March 27, 2025, at 8:00 a.m. at Procurement Office. Late bids will not be accepted.
5. The face-to-face bid opening will be held on March 27, 2025, at 8:30 a.m. at CvSU Board Room, Administration Building.
6. 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.
7. 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.
8. 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 9:00 a.m.

Prepared by:



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




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

Noted by:



**PRECIOSA G. ERANA**  
End-User

Attested by:



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