



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**

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
Arturo C. Eraña	- TWG Member, Airconditioning, Transport Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Airconditioning, Transport Equipment and Other Machineries
Danielito A. Escano	- TWG Member, Airconditioning, Transport Equipment and Other Machineries
Michael T. Costa	- TWG Chair, ECE Equipment
Chanell Reyes	- Joneco Tech Marketing Corp.
Kent Sotto	- Joneco Tech Marketing Corp.
Marlou Libao	- Xitrix Computer Corp.
Ronel Afable	- Infoworks
Mila Mojica Matel	- Masangkay Computer Center
Sebah Alabata	- Pinnacle Sphere Enterprises
Preciosa G. Eraña	- OIC, Procurement Office/ End-User
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 held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 13 March 2025 was called to order at 9:30 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 five (5) prospective bidders. 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 One Million Three Hundred Sixty-Three Thousand Pesos (₱1,363,000.00) consisting of five (5) items.
2. The source of funds for the project is Fund 101.

3. The project is on a bid-all 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:

Item 1: 3 units Smart 70" Television (CAFENR)  
Item 2: 1 unit 15-inch Powered PA Speaker with Bluetooth (CAS)  
Item 3: 1 unit Photocopier (Procurement)  
Item 4: 1 unit Television 75" Smart TV (CAS)  
Item 5: 1 unit Television 83" Smart TV (CAS)  
Item 6: 1 unit Smart TV, 98" (CAS)  
Item 7: 8 units Smart TV, 55" (6 OGS, 2 CAS)

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

1. The following were brought forward by the potential bidders for clarification and recommendations:
  - 1.1. If the prospective bidders may offer a much higher specification in terms of size but are suited to the ABC.
  - 1.2. Since the project is on a bid-all basis, do they need to offer items per line item.
  - 1.3. On item 3, if the warm-up time is necessary.
2. The committee noted all the comments and suggestions of the potential bidders. The Chair reiterated that the presented specifications per item are just minimum requirements. The potential bidder/s can offer items with higher specifications.
3. The prospective bidders shall breakdown the price per item of their offers (in detail). Since the project is on a bid-all basis, the lowest calculated bid will be based on the total ABC.
4. With regards to item 3, the End-User will determine if the warm-up time is still necessary to be included in the technical specifications.
5. All changes in the technical specifications will be posted on PhilGEPS and CvSU website as a supplemental bid bulletin on March 20, 2025.
6. 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.
7. Other queries from the prospective bidders will be accepted until March 18, 2025.
8. 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 9:30 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 10:00 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