



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 STENO MACHINE FOR CEMDS- 2ND POSTING

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
Willie C. Buclatin	- 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
Ma. Cristina Lachica	- Pacific Office Solutions Inc.
Sabrina Isabel Moralde	- Pacific Office Solutions Inc.
Mila Mojica Matel	- Masangkay Computer Center
Edelita R. Depano	- End-User, CEMDS
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 STENO MACHINE FOR CEMDS- 2ND POSTING held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 13 March 2025 was called to order at 10:00 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 two (2) 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 Two Hundred Thousand Pesos (₱1,200,000.00).
2. The source of funds for the project is Fund 101.

3. 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.

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

1. One of the prospective bidders inquired if they may offer a package with a 1-year renewable license subscription since upon evaluation of the technical requirements, the ABC will not suffice a steno package with a 4-year license.
2. Clarification on the meaning of the unlimited number of email accounts written in the technical specifications.
3. Upon deliberation, the committee suggested that the End-User shall review further the technical specifications. The End-User shall decide on the duration of the license included in the package noting all the comments and recommendations of the prospective bidders and the BAC.
4. The BAC Chair instructed the End-User to finalize the technical specifications before the posting of the bid bulletin. The revised technical specifications shall be approved by the TWG.
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 10:00 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 Chair at 10:30 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