



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 IMUS CAMPUS**

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
Emeline C. Guevarra	- TWG Chair, ICT Equipment
Dindo C. Marges	- TWG Member, ICT Equipment
Anzley R. Crusis	- TWG Member, ICT Equipment
Selah Alabata	- Pinnacle Sphere Enterprises
Roseleen Aira Aranas	- BMT Marketing
King Dela Torre	- Pelago Appliances
Chanell Reyes	- Jonesco Tech Marketing Corp.
Kent Sotto	- Jonesco Tech Marketing Corp.
Romel Afable	- Infoworks
Trish Ballado	- MTeknik
Marlou Libao	- Xitrix Computer Corp.
Arlene Reil	- ACRC Marketing
Mila Matel	- Masangkay Computer Center
Philip Andrew Ersando	- End-User, Imus Campus
Roberto Crucillo	- End-User, Imus Campus
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 OF DESKTOP COMPUTERS FOR IMUS CAMPUS held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 13 March 2025 was called to order at 11:00 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 nine (9) 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 Six Hundred Fifty-One Thousand Six Hundred Eighty Pesos (₱1,651,680.00).

2. The source of funds for the project is Fund 164.
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. The following were brought forward by the potential bidders for clarification and recommendations:
  - Can prospective bidders offer units with equivalent or higher processors than i5 and storage of higher than 256 GB.
  - Since the requirement of the End-User is clone computers, prospective suppliers should provide certification of brand per parts to determine the parts' authenticity as suggested by one of the prospective bidders.
  - Are the keyboard and mouse wireless or wired?
  - Can prospective bidders offer branded Desktop PCs?
  - Can prospective bidders offer an external wifi dongle instead of a built in wifi card?
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. With regard to the brand certification of parts, the committee decided that it is not required.
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. Delivery period will be 45days calendar days without extension.
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:

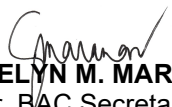
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
3. The BAC 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 11:00 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 Vice Chair at 11:30 a.m.

Prepared by:

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

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

Noted by:

  
**PHILIP ANDREW ERSANDO**  
End-User

Attested by:

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