



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	- Chairperson, 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, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Anzley Crusis	- TWG Member, Computer and Office Equipment
Kent Andrew Sotto	- Joneco Tech Marketing Corp.
Daisy Alvarez	- 16/35mm Production Supply
Adrian Pol Lacambra	- Solutions Office Equipment
Raul Apacible	- Infotx
Mhila Matel	- Masangkay Computer Corp.
Aeron Antolin	- Maxcor
Philip Andrew Ersando	- End-User, Imus Campus
Alfred Quimson	- End-User, Imus Campus
Fritzgerald Romero	- 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, SUPPLY, DELIVERY, AND INSTALLATION OF DESKTOP COMPUTERS FOR IMUS CAMPUS held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 19 June 2025 was called to order at 9:00 a.m. The BAC Chair, Dr. Almira G. Magcawas.

The Vice 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 a representative from the one (1) prospective bidder. Representatives from COA and the private sectors were invited, but unfortunately, did not attend the pre-bidding conference.

A. The Vice Chair emphasized and clarified the following:

1. The ABC of the project is Five Million Seven Hundred Twenty Thousand Pesos (P5,720,000.00).
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 bidder 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 on the posted technical requirements for the project.

4. The End-User requested to procure 110 units of Desktop Computers.

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

1. In agreement with the BAC, TWG, End-User, and prospective bidders, the following modifications will be applied to the technical specifications and will be posted as a bid bulletin:

- The bidders may offer branded or cloned computer units
- Monitor Size: at least 23.8 inches
- Delivery Period: 60 calendar days without extension
- Regarding the Mid-tower Casing with power supply, the end-user sticks to use a mid-tower form factor for the reason that the end user will have difficulty finding a replacement in case of a power supply failure;
- On connectivity, the WIFI card should be integrated on motherboard (internal). WIFI dongle/connector is not acceptable.

2. The BAC Chair emphasized that the technical specifications presented are the minimum requirements. Prospective bidders may counter-offer equipment/items with higher specifications as long as it fits with the ABC of the project;

3. For the SLCC, copies of Notice of Award (NOA), Purchase Orders (POs), and other related documents shall be attached to validate the stated contract;

4. All changes in the technical specifications will be posted as a bid bulletin on June 26, 2025;

5. Other queries from the prospective bidders will be accepted until June 24, 2024.

6. All bids will be subjected to bid evaluation. The lowest calculated bid will be the first to under-go to post-qualification process;

C. Other Matters:

1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents (Original, Copy 1, and Copy 2) 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 July 3, 2025, 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 July 3, 2025, at 9:00 a.m. at the S.M. 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.

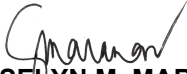
6. For the payment of the bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank Link.Biz is accepted.
7. For those who are interested in attending the face-to-face bid opening, prospective bidders are advised to send one (1) representative 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 Vice Chair at 9:30 a.m.

Prepared by:



AL EUGENE L. TORRES
Member, BAC Secretariat




ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



PHILIP ANDREW ERSANDO
End-User, QvSU Imus Campus

Attested by:



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