



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 OFFICE PARTITION
IN THE COLLEGE OF ARTS AND SCIENCES

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
Sancho B. Bayot, Jr.	- TWG Chair, Office Fixtures (Partition and Cubicle)
Rosalie A. Pelle	- TWG Member, Office Fixtures (Partition and Cubicle)
Emerson C. Lascano	- TWG Member, Office Fixtures (Partition and Cubicle)
Mary Rose Solano	- Design Excellence
Edward Fernandez	- Danson Home Office System Co.
Dan Fernandez	- Danson Home Office System Co.
Lovely Bohol	- Korix
Mark Anthony Ibañez	- JM Ibañez Enterprise
Antolin Cerio	- Maxcor
Katherine Viado	- End-User, CAS
Emeliza Cruz	- End-User, CAS
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 OFFICE PARTITION IN THE COLLEGE OF ARTS AND SCIENCES held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 19 June 2025 was called to order at 9:30 a.m. The BAC Chair, Dr. Almira G. Magcawas.

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 a representative from the five (5) prospective bidder. Representatives from COA and the 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 Three Million Five Hundred Thousand Pesos (₱3,500,000.00).
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.

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:
 - Thickness of the partitions: at least 4.2cm
 - Delivery Period: 90 calendar days without extension
 - Updated layout/floor plan will be posted together with the bid bulletin
 - Site inspection may be conducted but not required
2. For the SLCC, copies of Notice of Award (NOA), Purchase Orders (POs), Contracts, and other related documents may be attached as supporting documents. Joint Venture Agreements (JVA) may also be attached if necessary/applicable.
3. As per BAC agreement, only one project is allowed to declare under Single Largest Completed Contract (SLCC). It must be single, completed contract that is similar to the project being bid out and valued at least 50% of the Approved Budget of the 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 9:30 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 10:00 a.m.

Prepared by:

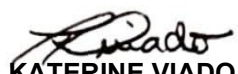


AL EUGENE L. TORRES
Member, BAC Secretariat




ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



KATERINE VIADO
End-User, CAS

Attested by:



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