



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 LABORATORY EQUIPMENT FOR THE UNIVERSITY (*Remaining from EPA*)

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
Rene B. Betonio	- TWG Chair, Medical, Dental and Laboratory Equipment End-User, CAS
Lani S. Rodis	- TWG Member, Medical, Dental and Laboratory Equipment
Ma. Corazon V. Herrera	- TWG Member, Medical, Dental and Laboratory Equipment
Arleen C. Panaligan	- TWG Member, Medical, Dental and Laboratory Equipment
Annie M. Ramos	- TWG Member, Medical, Dental and Laboratory Equipment
Emmanuel Mago	- TWG Member, Medical, Dental and Laboratory Equipment/ End-User, CVMBS
Diane Dimson	- Noveaulab
Daryl Dumaraos	- Noveaulab
Camille Casimina	- Noveaulab
Aaron Nebab	- Cebu Far Eastern Drug
Elizabeth Morra	- Labtraders Inc.
Jake Madredijo	- Dynalab Corporation
Antolin Cerio	- Maxcor
Willy Espinelli II	- End-User, Makapuno Center
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 VARIOUS LABORATORY EQUIPMENT FOR THE UNIVERSITY (*Remaining from EPA*) held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 19 June 2025 was called to order at 10:00 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 one (1) 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 Seven Hundred Forty-Eight Thousand Seven Hundred Pesos (₱3,748,700.00).
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 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 items for procurement are as follows:

For CAS

Item no. 1: 2 units 2L Lab Rotary Evaporation Apparatus with Motor Lift

For Makapuno Center

Item no. 2: 1 unit Inverted Microscope

For CVMBS

Item no. 3: 1 unit Refrigerated Centrifuge

Item no. 4: 2 units Cleaner Box for PCR

Item no. 5: 1 unit UV Transilluminator with Camera Box for Gel Documentation

Item no. 6: 1 unit Digital pH Meter with pH pen tester for liquid solutions

Item no. 7: 1 unit Nephelometer

For CAFENR

Item no. 8: 1 unit Compensated Calorimeter

Item no. 9: 1 unit Refrigerated Centrifuge

Item no. 10: 4 units Desiccator

Item no. 11: 1 unit Spectrophotometer

5. The BAC Chair emphasized that the project will be awarded by per-item basis.

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:
 - 1.1. Item no. 1: 2 units 2L Lab Rotary Evaporation Apparatus with Motor Lift (CAS)
 - 1-year standard warranty
 - No vacuum pump required
 - Tech specs for finalization of end-user
 - 1.2. Item no. 2: 1-unit Inverted Microscope (MACAPUNO)
 - 1 year warranty for service and 2 years warranty on parts
 - 4-fold magnification: 4x, 10x, 20x, 40x
 - Computer interface: Software/ App or PC/Laptop (*for finalization with the End-User*)
 - 1.3. Item no. 3: 1 unit Refrigerated Centrifuge (CVMBS)
 - Maximum Capacity: up to 2,000mL
 - Dimension/Size: Approx. 70(W) x 63(D) x 36(H) cm
 - Weight: Approx. 83 to 87kg
 - Power consumption and head output: Approx. 710W, 2.6MJ/h
 - Additional Rotors: One (1) autoclavable angle rotor for 50mL and 15mL conical tubes (micro and falcon); compatible with the refrigerated centrifuge system.

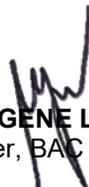
- Deletion of the sentence *“One (1) autoclavable swinging bucket rotor for PCR plate, microplate*”
- 1.4. Item no. 4: 2 units Cleaner Box for PCR (CVMBS)
 - No changes in the specs.
 - 1.5. Item no. 5: 1 unit UV Transilluminator with Camera Box for Gel Documentation (CVMBS)
 - Camera box: with viewing window and separate camera window compatible with DSLR camera or equivalent
 - 1.6. Item no. 6: 1-unit Digital pH Meter with pH pen tester for liquid solutions (CVMBS)
 - Either benchtop or handheld
 - Temperature range: -20°C to 120°C
 - Buffer solutions: standard buffer solutions, NIST approved
 - 1.7. Item no. 7: 1-unit Nephelometer (CVMBS)
 - No changes in the specs.
 - 1.8. Item no. 8: 1 unit Food Dehydrator (CAFENR)
 - For finalization of the End-User and approval of TWG
 - 1.9. Item no. 9: 1 unit Compensated Calorimeter (CAFENR)
 - 2-7 tests per hour instead of 4-7
 - 0.1-0.3% precision class instrument instead of 0.1-0.2%
 - For finalization of the End-User and approval of TWG
 - 1.10. Item no. 10: 1-unit Refrigerated Centrifuge (CAFENR)
 - For finalization of the End-User and approval of TWG
 - 1.11. Item no. 11: 4-units Desiccator (CAFENR)
 - For finalization of the End-User and approval of TWG
 - 1.12. Item no. 12: 1-unit Spectrophotometer – Optical System (CAFENR)
 - For finalization of the End-User and approval of TWG.
 - 1.13. Delivery period for all items: 90 calendar days without extension
 - 1.14. Price of Bid Docs: ₱5,000.00
2. The BAC Chair emphasized that the technical specifications presented are the minimum requirements. Prospective bidders may counter-offer equipment/items with higher specifications.
 3. All changes in the technical specifications will be posted as a bid bulletin on June 26, 2025.
 4. Other queries from the prospective bidders will be accepted until June 24, 2024.
 5. 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 (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 10:00 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 10:30 a.m.

Prepared by:


AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


RENE B. BETONIO
End-User, CAS


EMMANUEL MAGO
End-User, CVMBS

Attested by:


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