



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 LAPTOP AND DESKTOP COMPUTERS  
FOR CvSU BACoor 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
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Anzley R. Crusis	- TWG Member, Computer and Office Equipment
Kent Sotto	- Joneco Tech
Ronel Afable	- Infoworx
Lenisa Rabino	- Zafeera Computer
Joanel Almodiel	- IMD Solution Corp
Mary Montante Jr.	- Silicon Valley
Reden Piguerra	- Silicon Valley
Alvin John Remollo	- Silicon Valley
Giebe A. Benaïd	- Silicon Valley
Jayson O. Tero	- Silicon Valley
Jhon Samuel Mamaril	- Quartz
Mhila M. Matel	- Masangkay Computer Center
Sang Min Choi	- BNT Gen Mdse
Andrea Pauline Ostonal	- Pronet Systems
Jayson Gorospe	- End-User, CvSU Bacoór Campus
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, BAC Secretariat
Alma Veronica Ramos	- Member, BAC Secretariat
Shirley G. Aldea	- Member, BAC Secretariat

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP AND DESKTOP COMPUTERS FOR CvSU BACoor CAMPUS held at the Board Room, Cavite State University, Indang, Cavite on July 30, 2025, was called to order at 1:30 p.m. and was presided over by the BAC Vice-Chair, Bettina Joyce P. Ilagan.

The Vice Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-Users. The Vice Chair also acknowledged the presence of the representatives from the nine (9) prospective bidders. Representatives from COA and 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 One Million Two Hundred Fifty Thousand Pesos (₱1,250,000.00).
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 Vice Chair allowed the potential bidder to ask questions and seek clarifications.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Infoworx inquired if the specification for Wi-Fi 6 can be relaxed to Wi-Fi 6 alone and suggested that the word RTL8852BE be deleted from the stated specifications. The TWG agreed with the said suggestion. The BAC Vice-Chair emphasized that this will apply to Items 1, 2, and 3.
2. The prospective bidder from Joneco Tech suggested that since the specifications are for branded computers, the brand to be offered should be existing at least 25 years in the market. The TWG responded that they counter check first then it will be included in the Bid Bulletin. The BAC Vice-Chair mentioned that this applies to Items 1 and 2.
3. Another suggestion is that the monitor be relaxed from 24-inch FHD monitor to 23.8". In addition, the keyboard and mouse should be of the same brand. The group settled with the suggestion. The BAC Vice-Chair stated that this applies to Items 1 and 3.
4. One of the prospective bidders inquired and suggested if they can relax the memory specifications from 16GB DDR4-3200 SDRAM (2x8GB) to (1x16GB). The TWG and end-user did not agree with the suggestion and responded that they will stick with the original specifications.
5. BAC Secretariat received an online inquiry from one of the prospective bidders which asked if the end-user would consider of accepting 2TB external HDD instead of the specified 1TB, in which the newer models are now configurable with a minimum of 2TB. The TWG answered that they will stick with the original specifications listed. The BAC Vice-Chair reiterated that this applies to Items 1 and 3.
6. Another inquiry from the same prospective bidder is the consideration of Small Form Factor (SFF) desktop model for Items 1 and 3. Again, the end-user and TWG replied that they will not accept Small Form Factor and stick with the original specified specifications.
7. One of the prospective bidders suggested that since the specifications are for branded computers, the warranty should be set for 2 years. The end-user, TWG, BAC and prospective bidders agreed to the said suggestion. The BAC Vice-Chair specified that this applies to Items 1 and 3.
8. For Items 1 and 3, add the word Home in the Microsoft Office 2024 (Licensed), Microsoft Office Home 2024.

9. For Item 2, an online inquiry regarding the display specification, considering relaxing to 14.0-inch 16:10 FHD+ (1920 x 1200) and the word Anti-Glare Non-Touch 250nits WVA Display be deleted from the listed specifications. The group agreed with the suggestion.
10. The BAC Vice Chair announced that all changes in the technical specifications will be included in the bid bulletin.

C. Agreements:


1. The award of the project is on-bid all basis.
2. The issuance of bid documents is until August 13, 2025.
3. Other queries from the prospective bidders will be accepted until August 4, 2025.
4. All the changes on the specifications will be included in the posting of the bid bulletin on August 6, 2025.
5. All bids will be subjected to bid evaluation. The lowest calculated bid will be the first to be subjected to post-qualification.

D. Other Matters:

1. The delivery period is set to sixty (60) calendar days.
2. 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
3. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
4. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on August 13, 2025, at 12:00 noon at the Procurement Office. Late bids will not be accepted.
5. The face-to-face bid opening will be held on August 13, 2025, at 1:30 p.m. at CvSU Board Room.
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.

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 2:00 p.m.

Prepared by:



**ALMA VERONICA S. RAMOS**  
Member, BAC Secretariat



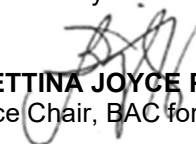
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Noted by:



**JAYSON GOROSPE**  
End-user

Attested By:



**BETTINA JOYCE P. ILAGAN, PhD**  
Vice Chair, BAC for Goods and Consulting Services