



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 CLONED DESKTOP COMPUTERS FOR
CENTRAL COMPUTER LABORATORY (CCL)**

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
Abegail Malong	- Lightnet Connect Systems Corp.
Choi Sang Min	- BNT Gen. Mdse.
Mhila M. Matel	- Masangkay Computer Center
Reden Piguerra	- Silicon Valley
Lenisa Rabino	- Zafeera Computer
Jhon Samuel Mamaril	- Quartz
Kent Sotto	- Joneco Tech
Ronel Afable	- Infoworx
Joanel Almodiel	- IMD Solution Corp
Bienvenido C. Sarmiento	- End-User, CEIT
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 CLONED DESKTOP COMPUTERS FOR CENTRAL COMPUTER LABORATORY (CCL) held at the Board Room, Cavite State University, Indang, Cavite on July 30, 2025, was called to order at 2:00 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 Five Hundred Ninety-Nine Pesos (₱1,599,000.00).
2. The source of funds for the project is Fund 164.
3. The award of the project is on-bid all basis.
4. 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:

- No questions/queries/clarifications raised.

C. Agreements:

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

D. Other Matters:

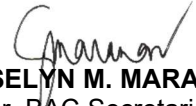
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on August 13, 2025, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on August 13, 2025, at 2:00 p.m. at CvSU Board Room.
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 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.

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 2:05 p.m.

Prepared by:

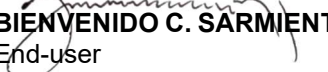


ALMA VERONICA S. RAMOS
Member, BAC Secretariat



ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:



BIENVENIDO C. SARMIENTO
End-user

Attested By:



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