



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 LICENSED SOFTWARE 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
Noel C. Alvarez	- IMD Solution Corp
Mhila M. Matel	- Masangkay Computer Center
Francis Ian Mendiola	- Pronet Systems Integrated Network Solutions
Abegail Malong	- Lightnet Connect Systems 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 LICENSED SOFTWARE FOR CENTRAL COMPUTER LABORATORY (CCL) held at the Board Room, Cavite State University, Indang, Cavite on July 30, 2025, was called to order at 2:30 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-User. The Chair also acknowledged the presence of representatives from the four (4) 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 One Hundred Thirty-Nine Thousand Eight Hundred Pesos (₱1,139,800.00).
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:

1. Prospective bidder from Lightnet Connect Systems Corp inquired regarding the amount of ABC due to the fluctuating market price of the software and if there is a target date of awarding and if they can avail of the promo price offered of their supplier also. The BAC Vice-Chair reiterated that they will stick with the ABC stated and with regards to the target date of awarding, it still depends on the results of bidding conference and processes.
2. An online inquiry from Wilson Works was also raised regarding the SLCC to relax or revise from ICT Equipment to ICT Software for better clarity and alignment with the actual scope of the project to ensure clearer interpretation. After thorough discussion and exchange of ideas and opinions, the end-user, TWG, BAC and prospective bidders agreed that it will remain with ICT Equipment to attract a large pool of bidders. In connection to this, the bidders can declare a project in their SLCC even if it is an ICT equipment project, as long as it has a Software component in which the amount of software can accumulate 50% of the ABC.

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:

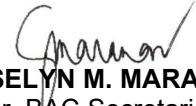
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
3. Payment 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 2:30 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 3:00 p.m.

Prepared by:

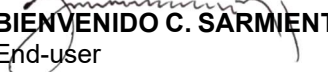


**ALMA VERONICA S. RAMOS**  
Member, BAC Secretariat



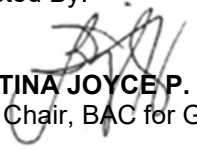
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Noted by:



**BIENVENIDO C. SARMIENTO**  
End-user

Attested By:



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