



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:

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|-------------------------|---|
| 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 |
| Rene B. Betonio | - TWG Chair, Medical, Dental and Laboratory Equipment |
| 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 |
| Joel Almeria | - Labsolution Tech. Inc. |
| Jhun Capulong | - Fil-Anaserve Inc. |
| Krischella Linda | - Guill-Bern Corp |
| Rrvie C. del Rosario | - End-User, CAFENR |
| 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 VARIOUS LABORATORY EQUIPMENT FOR THE UNIVERSITY (Remaining from EPA) held at the Board Room, Cavite State University, Indang, Cavite on July 30, 2025, was called to order at 3:00 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-User. The Chair also acknowledged the presence of representatives from the three (3) 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 Two Million One Hundred Thousand Pesos (₱2,100,000.00).
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 Vice Chair allowed the potential bidder to ask questions and seek clarifications.

B. Queries/ Clarifications from the prospective bidders:

1. For Item 1, the representative from Labsolution Tech Inc. suggested that the Temperature setting be relaxed to -20 to 40°C and strike out the line Cools up to 4°C in less than 10 minutes. With regards to the size and weight, they inquired if it is possible to be as per manufacturer's specifications. The TWG and End-User informed the prospective bidders that the specified specifications are just the minimum requirements. Prospective bidders can offer higher specification but should be within the specified ABC of the project.
2. For Item 2, the representative from Fil-Anaserve inquired if they can make a site inspection to check the area of where the item will be installed. The end-user reiterate that item is a tabletop equipment. The specifications for wall materials rear can be stainless steel or powder coated steel. The sides can be steel with chemical resistant powder coating or polycarbonate clear or glass and the front is glass. The working surface material will stick to stainless steel. The working area will be maximum of 700x550mm, so the dimension will fit to the said area. The power supply will retain to AC 100-240V 50/60Hz. The end-user and TWG informed the prospective bidders that the specified specifications after all the revisions are all minimum requirements. It is much better if they can offer higher specifications within the specified ABC.
3. For Item 3, prospective bidders requested the following specifications be relaxed:
 - Accuracy ± 0.02 .
 - pH Range 0 to 14.00
 - Resolution 0.001
 - Calibration Points Up to 3 (USA & NIST)/ Up to 3 (DIN)
 - Temperature Range 0.0 to 100°C
4. For Items 4 and 5, no clarifications/queries raised.
5. For Item 6, prospective bidders inquired if the item is refrigerated centrifuge or ordinary centrifuge since the unit price is too small for the said item. The TWG answered that they re-check it with the end-user then will issue a bid bulletin for the exact specifications.
6. The BAC Vice-Chair announced that all changes in the technical specifications will be included in the posting of the bid bulletin.

C. Agreements:

1. The award of the project is per item basis.
2. Other queries from the prospective bidders will be accepted until August 4, 2025.
3. All the changes on the specifications will be included in the posting of the bid bulletin on August 6, 2025.
4. 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 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, late bids will not be accepted.
5. The face-to-face bid opening will be held on August 13, 2025, at 3:00 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.

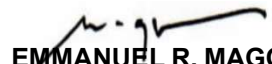
Since there were no queries from the bidders and the BAC members, and there were no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 3:40 p.m.

Prepared by:


ALMA VERONICA S. RAMOS
Member, BAC Secretariat

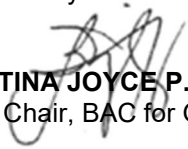

ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


EMMANUEL R. MAGO
End-user


RRVIE C. DEL ROSARIO
End-User

Attested By:


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