

Republic of the Philippines
Cavite State University CCAT Campus
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Minutes of Pre-Bidding Conference

Present were:

BAC, Chairperson	-	Ms. Elizabeth R. Dumlao, DBA
BAC, Vice Chairperson	-	Mr. Rodel B. Lubong, Ed.D
BAC, Member	-	Mr. Aries M. Gelera
BAC, Member	-	Ms. Melita D. Hernandez (online)
TWG, Chairperson	-	Mr. Ariel G. Santos, Ed.D
TWG, Chairperson	-	Mr. Regie C. Delos Reyes
BAC Secretariat	-	Ms. Racquel A. Catalan
End-User Representative	-	Engr. Gee-jay Bartolome
	-	Mr. Russell Julian

- I. Pre-Bidding Conference for the “Supply and Delivery of ICT Supplies and Equipment for CCAT elStudio” amounting to Three Million One Hundred Fifty Thousand Four Hundred Forty-Nine & 29/100 with delivery period of 30 days was held in CvSU-CCAT Hostel and was called to order at 2:07 p.m. of January 10, 2022 presided by the BAC Chairperson, Dr. Elizabeth R. Dumlao.
- II. Dr. Dumlao welcome all the members of the Bids and Award Committee, representatives from end user of the project and prospective bidder, Masangkay Computer Center, Ms. Milagros Mojica Matel.
- III. Dr. Dumlao reminded that prospective bidders should have experience in undertaking a similar project within last two years, eligibility requirements will be available only to prospective bidders upon payment of non-refundable amount of P 5,000.00 to the university cashier and Cavite State University CCAT Campus assumes no responsibility whatsoever to compensate or indemnify for any expenses incurred in the preparation of bid.
- IV. At 2: 11 p.m. Engr. Bartolome stated the purpose, item description and quantity of the ICT supplies and equipment included in the bid data sheet of the project for electronic-learning hub, multimedia center and demonstration laboratory.
- V. After the presentation of the bid data sheet, Dr. Dumlao opened the floor for clarifications for the project.

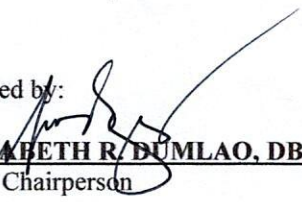
- VI. Dr. Lubong reminded the inclusion of warranty after the sales and set up of components of the item. He asked the maximum span of warranty of the project.
- VII. Ms. Milagros answered that in their past projects they gave a maximum of 1 year warranty for the equipment. She asked if there are additional requirements to be included in bidding documents.
- VIII. Ms. Catalan answered that all instructions needed for the preparation and requirements for the bid documents are stated in Section 2 page 10 of the bid documents.
- IX. Dr. Dumlao reminded that the bidding documents should be compiled according to the instructions stated in the bidding documents with proper sealing and tabbing to facilitate evaluation of the documents.
- X. Ms. Milagros also asked if there is an extension for the delivery period of the project.
- XI. Dr. Dumlao answered it is published that the delivery period will be 30 days and no extension.
- XII. Mr. Delos Reyes asked the representative from end-user if the equipment to be purchased is needed to be installed by the incoming winning bidder for the project.
- XIII. Engr. Bartolome clearly stated the inclusion of the installation of the equipment as part of technical requirements of the contract
- XIV. Mr. Delos Reyes added that they must request the commissioning or the installment of the equipment for the validity of warranty, because they worried that warranty may be void if installed by the third party.
- XV. Mr. Delos Reyes asked the prospective bidder from Masangkay Computer Center if ever they will join the bidding, they must include the installment of the ICT Equipment.
- XVI. Dr. Dumlao also clarified that the delivery of the equipment should include licensed software.
- XVII. Engr. Bartolome said that the operating system for laptops and desktop must be included.
- XVIII. Engr. Bartolome also asked if price escalation happen will it affect the quantity to be purchase?

- XX. Mr. Gelera clarified that the components and accessories of the desktop and laptop should be composed of uniform brand (example only for dell) and will not assembled or clone only.
- XXI. BAC members supported the motion.
- XXII. Dr. Dumlao said that the project must be completely delivered, installed and set-up within 30 days including the operating system of the computers.
- XXIII. Engr. Bartolome asked the help of Mr. Gelera to assist for the inspection upon the delivery of components and specification of the project
- XXIV. Ms. Milagros Mojica asked for the copy of the minutes of the pre bidding conference for their future reference.
- XXV. Ms. Racquel said that BAC secretariat will also post the approved minutes to the website for their reference and transparency.
- XXVI. Dr, Dumlao informed that the opening of Bid documents will be on January 26, 2022 and the Notice of Award for the project will be on February 1, 2022 at 2:00 PM in CvSU CCAT Hostel
- XXVII. After all clarifications made the Pre-Bid-Conference for Supply and delivery of ICT Supplies and equipment adjourned at 2:37 pm.

Prepared by:


MARY ANN M. DUCHA
BAC, Secretariat

Verified by:


ELIZABETH R. Dumlao, DBA
BAC, Chairperson