



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Irang Cavite
(046) 889 6373
cvsueduph

**MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF DESKTOP COMPUTERS FOR
CAVITE CITY CAMPUS**

Present were:

| | |
|--------------------------------|---|
| Lolita G. Henera | - Chair; BAC for Goods and Consulting Services |
| Bettina Joyce P. Ilagan | - Vice Chair |
| Edwina O. Roderos | - Member |
| Roderick M. Rupido | - Member |
| Gerry M. Castillo | - Member |
| Noel A. Sedigo | - Member |
| Erelene C. Guevana | - TWG Chair; Computer and Office Equipment/ Representative, End User |
| Dindo C. Mages | - TWG Member; Computer and Office Equipment |
| Gensalina Calunsad | - Representative, Micrologic Diversified Tech Inc. |
| Richard Chua | - Representative, Microsmith Tech |
| Joseph Uy | - Representative, Redbyte Computer Center |
| Mila Mojica Matel | - Representative, Masanglay Computer Center |
| Raquel Cullaran | - Representative, Jethro Marketing |
| Preciosa G. Eñaña | - OIC, Procurement Office |
| Roselyn M. Maanan | - Chair; BAC Secretariat |
| Al Eugene L. Tones | - Member; BAC Secretariat |
| Era F. Matel | - Member; BAC Secretariat |
| Chester Jade Mojica | - Staff, Procurement Office |

The face to face pre-bidding conference for the **SUPPLY, DELIVERY AND INSTALLATION OF DESKTOP COMPUTERS FOR CAVITE CITY CAMPUS** held at Hostel Tropicana, Cavite State University, Irang Cavite on August 3, 2023, was called to order at 1:00 pm and was presided over by the BAC Chair, Ms. Lolita G. Henera.

The Chair introduced the BAC Members, members of the Technical Working Group and the members of the BAC Secretariat. The Chair also acknowledged the presence of five (5) representatives from the prospective bidders. Unfortunately, no COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

- 1. The ABC of the project is Three Million Five Hundred Thousand Pesos (3,500,000.00).**
- 2. The source of funds for the project is Fund 164**
- 3. The general requirements and technical specifications were presented**

B. Queries/ Clarifications from the prospective bidders/ Agreements:

- 1. The representative from Microsmith Tech told everyone that the graphics card indicated in the technical specifications is already phased out in the market. With this, he inquired if they can offer an item with similar or higher specifications of the graphics card but still with 4GB of memory. Moreover, he inquired if the size of the monitor is only specific to 22 inches.**
- 2. The TWG Member for Computer and Office Equipment answered that the bidders may offer an item with similar or higher specifications in terms of the graphics card but must ensure that the memory is still 4GB. Moreover, with regard to the size of the monitor, he said that the 22 inches screen size is only an approximate measure, and bidders may offer a unit with a screen size of 21.5 inches.**
- 3. The representative from Masanglay Computer Center inquired if a product brochure is required to be attached to the bid documents.**

- 4 **Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on August 17, 2023, at 12:00 noon, late bids will not be accepted.**
- 5 **The face-to-face bid opening will be held on August 17, 2023, at 1:00 pm at CxSU Hostel Tropicana.**
- 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 LinkBiz is accepted.**
- 8 **For those who are interested to attend the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to observe following the IAIF guidelines, thus, wearing face masks and social distancing must be observed at all times during the bid conference.**

Since there are no queries from the bidders and the BAC members, and there are no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 1:30 pm.

