



MINUTES OF PRE-BID CONFERENCE

Supply, Delivery and Installation of CAHS Laboratory Equipment

Present were:

Engr. Theresa B. Dimalanta, Ph.D.	BAC 1– Chairperson
Prof. Ramelo B. Ramirez, Ph.D.	BAC 1– Vice Chairperson
Prof. Beatriz B. Onate, Ph.D.	BAC 1 – Member
Mr. Alvin U. Alisasis	BAC 1 – Member
Mr. Reynard P. Cacatian II	Head, University BAC Secretariat
Prof. Nikko Alexander S. Pacquing	CAHS Faculty - End-User representative
Prof. Roxanne Sabrina C. Ramirez	CAHS Faculty – TWG-End-User representative
Prof. Ethel Mangada	CAHS Faculty - End-User representative
Charito B. Tabarrejo	Mt. Zion Scientific Inc.
Manny Joven	Aspen Multi System Corp
Jeandrea Andes	RGBM Medical Express Sales Inc.
Pritzee Marie Rodriguez	Zammeds
Cherry Pamplona	
Arlene Lugagay	Smart Stat Science Gear
John Orpeza	
Prince Valiant Hyacinth	

The Prebid Conference for **Supply, Delivery and Installation of CAHS** at CSU Coffee Shop, Cagayan State University, Andrews Campus was called to order at 10:00 am of June 5, 2023 and was presided by the Chairperson, Engr. Theresa B. Dimalanta.

I. Business Matters and Discussions:

1. Attendance and quorum:
 - a. the Committee obtained quorum with presence of four members
 - b. End-User
2. Attendance and presence of prospective bidders;
 - a. Prospective bidders are present
3. The BAC Chairperson, through the BAC Secretariat presented the following:
 - a. Receipt of Purchase Request: May 24, 2023
 - b. Availability of Bidding documents; May 26, 2023 – June 19, 2023
 - c. Letter of invitation were sent to observers:
 - i. PCCI- May 26, 2023
 - ii. COA- May 26, 2023
 - iii. MASCOOP- May 26, 2023
 - d. The project is present in PPMP, APP and NEP





- e. The correct and accurate name of the project as appeared in PPMP, APP and NEP;

Increase in Carrying Capacity of Nursing and Allied Health Programs

- f. The available of the pertinent budget release for the project, ABC, source of fund and completion period;

Project Name and Reference Number:	Supply and Delivery of CAHS Equipment (CSU2023-05-01-CAHS-EQUIP-ANDREWS)
ABC:	₱ 6,145,000.00
Source of Fund:	Regular Agency Fund RA 11639 Regular 2022 Continuing
Completion of Delivery:	60 CALENDAR DAYS

- g. The applicable and appropriate method of procurement and the related milestones: Public Bidding: 5 LOTS

ABC	Lot No.	Project Name	Project Number
Two Million Two Hundred Thousand Pesos and 00/100 only Php 2,200,000.00	Lot 1	Mechanical Ventilator	CSU2023-05-01-CAHS-EQUIP-ANDREWS-Lot1
One Million Two Hundred Fifty-five Thousand Pesos and 00/100 only Php 1,255,000.00	Lot 2	Respiratory Therapy Equipment	CSU2023-05-01-CAHS-EQUIP-ANDREWS-Lot2
Eight Hundred Thirty-Five Thousand Pesos and 00/100 only Php 835,000.00	Lot 3	Molecular Biology Equipment Lot 3	CSU2023-05-01-CAHS-EQUIP-ANDREWS-Lot3
One Million One Hundred Ten Thousand Pesos and 00/100 only Php 1,110,000.00	Lot 4	Molecular Biology Equipment Lot 4	CSU2023-05-01-CAHS-EQUIP-ANDREWS-Lot4
Seven Hundred Forty-Five Thousand Ten Pesos and 00/100 only Php 745,000.00	Lot 5	Molecular Biology Equipment Lot 5	CSU2023-05-01-CAHS-EQUIP-ANDREWS-Lot5

Bid Security and Bidding Documents Fee

Lot No.	Project Name	Amount
Lot 1	Mechanical Ventilator	The amount of: not less than Php 44, 000.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of: not less than Php 110, 000.00 [five percent (5%) of ABC] if bid security is in Surety Bond.





Lot 2	Respiratory Therapy Equipment	The amount of: not less than Php 25, 100.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of: not less than Php 62,750.00 [five percent (5%) of ABC] if bid security is in Surety Bond.
Lot 3	Molecular Biology Equipment Lot 3	The amount of: not less than Php 16,700.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of: not less than Php 41,750.00 [five percent (5%) of ABC] if bid security is in Surety Bond.
Lot 4	Molecular Biology Equipment Lot 4	The amount of: not less than Php 22, 200.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of: not less than Php 55, 500.00 [five percent (5%) of ABC] if bid security is in Surety Bond.
Lot 5	Molecular Biology Equipment Lot 5	The amount of: not less than Php 14, 900.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of: not less than Php 37,250.00 [five percent (5%) of ABC] if bid security is in Surety Bond.

Similar Contract/s

Lot No.	Project Name	Contracts similar to the Project
Lot 1	Mechanical Ventilator	Research or Scientific Laboratory Equipment
Lot 2	Respiratory Therapy Equipment	Respiratory Therapy Equipment
Lot 3	Molecular Biology Equipment Lot 3	Research or Scientific Laboratory Equipment
Lot 4	Molecular Biology Equipment Lot 4	
Lot 5	Molecular Biology Equipment Lot 5	

- h. The prospective bidders are given to raise their queries and clarification until *June 9, 2023, 5:00 pm* under **22.5.1. Requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.**





Deadline of submission clarification: **June 9, 2023, 5:00 pm**

- i. Eligibility requirements the prospective bidders need to submit are included in the Bidding Documents and the former are advised to read such;
- j. Discussion on the evaluation procedure and criteria under **30.1**. **For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed."**
- k. Reminded the body the possible causes of failure of bidding, grounds for disqualification, suspension and blacklisting; that It is mentioned in the BID DOCUMENTS, in case of Bid Securing Declaration, there is a waiver of due process for blacklisting and automatic blacklisting in case of violation of any conditions stated.
- l. Reminded the body the prospective bidders regarding the Right of the HoPE under Section 41 (reservation clause): The HoPE reserves the right;
 - i. to reject any and all bids
 - ii. declare a failure of bidding, or
 - iii. not award the contract in the following situations:
 1. If there is prima facie evidence of collusion
 2. If the BAC is found to have failed in following the prescribed bidding procedures; or
 3. the award of the contract will not redound to the benefit of the CSU.
- m. Certificates Required:
 - i. CERTIFICATE of TWO-YEAR, or ONE-YEAR for LOT 2, WARRANTY PERIOD ON ALL THE ITEMS ON PARTS AND SERVICES AGAINST MANUFACTURER'S DEFECT. In case of conflict, longer warranty period provided by the manufacturer/distributor/supplier shall prevail.
 - ii. CERTIFICATE OF ANNUAL PREVENTIVE MAINTENANCE on the equipment free of charge during the warranty period.
 - iii. CERTIFICATE of TWO-YEAR, or ONE-YEAR for LOT 2, PREVENTIVE MAINTENANCE PERIOD ON ALL THE ITEMS ON PARTS AND SERVICES AGAINST MANUFACTURER'S DEFECT. In case of conflict, longer preventive maintenance period provided by the manufacturer/distributor/supplier shall prevail. Except for the item/s that require/s LIFETIME PREVENTIVE MAINTENANCE.
- n. Considering the varying requirements (SLCC, NFCC and others) of 5 lots, in case a bidder decides to submit a bid for more than 1 lot, he must submit separate and distinct set of envelopes/documents for each lot. Each lot shall be treated a distinct





and separate bidding/procurement opportunity. The Bid or Envelope must specifically state the LOT it is intended for.

Eg:

Supply and Delivery of CAHS Equipment
CSU2023-05-01-CAHS-EQUIP-ANDREWS
LOT 1: Mechanical Ventilator

- o. Scheduling of deadline of submission and opening of bid:

June 19, 2023, 10:00 AM

BAC Office (deadline of submission), Research Building

Conference Hall (opening of bids)

Andrews Campus, Cagayan State University

Tuguegarao, Cagayan

- p. Bid should be addressed to:

Engr. Theresa B. Dimalanta

Chairperson, BAC 1

BAC Office, Research Building

Andrews Campus, Cagayan State University

Tuguegarao, Cagayan

- q. The end-user presented the items and specifications of the project.

II. Noted comment/reaction from the BAC, TWG and End-user:

1. Upon inquiry of ASPEN Multi-System Copr. representative:
 - a. the Committee, through BAC Chairperson and End-user, explained that the photos presented during the presentation are just illustrations for presentation purposes and does not pertain requiring any brand
2. The Chairperson explained that the law only requires 1 copy of the requirements but the Committee is requesting for additional 2 copies for efficiency purposes;
3. Upon, the Chairperson explained that CSU BAC physically visit and trace all source of documents as required under post-qualification and assured the prospective bidders of transparent bidding process.

There having no other remaining topics for discussion, the Prebid Conference adjourned at 12:00 nn.

Prepared by:

MR. REYNARD P. CACATIAN II

Head, University BAC Secretariat

Noted by:

ENGR. THERESA B. DIMALANTA, Ph.D.

Chairperson, BAC 1

