

Republic of the Philippines
CAVITE STATE UNIVERSITY

Indang, Cavite

BIDS AND AWARDS COMMITTEE
(Goods and Consulting Services)

NOTICE OF VIRTUAL PRE-BIDDING CONFERENCE

**SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT
(INTERDISCIPLINARY RESEARCH BUILDING)**

Please be informed that the Pre-Bidding Conference for the **SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT (INTERDISCIPLINARY RESEARCH BUILDING)** (CvSU-BAC-Goods: 21-G-022) will be conducted through video/online conferencing using Cisco Webex on December 16, 2021 at 9:00 am.

For confirmation of attendance, prospective bidders' representative who wish to join the virtual pre-bidding conference should send the following details to the BAC Secretariat via e-mail at bacgoods@cvsu.edu.ph on or before 3pm, December 15, 2021:


Name of Authorized Representative
Company Name
Contact Number, and
Email Address (*preferably company email address*)

The general guidelines on the conduct of virtual pre-bidding conference is attached as "Annex A" of this notice.

For your information and guidance.

**General Guidelines on the Conduct of Virtual Pre-Bidding Conference for the
“SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT
(INTERDISCIPLINARY RESEARCH BUILDING)”**

A. To Join the Pre-Bidding Conference

- 1) After sending the confirmation of attendance, the BAC Secretariat will send the meeting invitation where the prospective bidder will be asked to register. After the registration is accepted or completed, the authorized representative of the prospective bidder will be provided with the **Cisco Webex Meeting ID** and **password**.
- 2) The authorized representative must select  the Cisco Webex email invitation to join the pre-bidding conference. After clicking the join button, they will be able to see and hear the people in the meeting.
- 3) The authorized representative should be available 10 minutes before the start of the pre-bid conference.

B. Attendance to the Pre-Bidding Conference

- 1) The authorized representative of the prospective bidders should turn on the video for confirmation of their attendance, however, microphone should be kept on mute.
- 2) For proper documentation, the authorized representative should key in their company name and their full name in the chat box following this format: COMPANY NAME – FULL NAME OF REPRESENTATIVE (e.g., ABCD CORPORATION – JUANA DELA CRUZ).
- 3) The authorized representative will be given time to raise their queries for every section of the Bidding Documents that will be discussed.
- 4) Those who have questions should raise their hands to be acknowledged. In the event that the Bids and Awards Committee did not notice the raising of hands, they may type in the chat box the word “QUESTION” together with their company name following this format: COMPANY NAME – QUESTION (e.g., ABCD CORPORATION – QUESTION).
- 5) The representative should wait to be acknowledged by the BAC Chairperson before speaking. The representative must state first his/her full name and the company he/she represents before asking a question or commenting.
- 6) Questions typed in the chat box as well as those **advance queries** sent through e-mail address of the BAC Secretariat will also be entertained.
- 7) Prospective bidders are advised to review all the technical specifications of the project before the scheduled pre-negotiation conference for smooth flow of the said conference.