

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

**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY AND DELIVERY OF OFFICE PARTITION FOR CAS**

**Present were:**

<b>Lolita G. Henera</b>	- Chair; BAC for Goods and Consulting Services
<b>Bettina Joyce P. Ilagan</b>	- Vice Chair/ End User
<b>Edwina O. Roderos</b>	- Member
<b>Roderick M. Rupido</b>	- Member
<b>Gery M. Castillo</b>	- Member
<b>Noel A. Sedigo</b>	- Member
<b>Sancho B. Bayot Jr.</b>	- TWG Chair; Office Fixtures
<b>Rosalie A. Pelle</b>	- TWG Member; Office Fixtures
<b>Eneison C. Lascano</b>	- TWG Member; Office Fixtures
<b>John Marvin Padi</b>	- Representative, Asahi Design Center Inc.
<b>Katrina Endaya</b>	- Representative, RGSA Carpets and Interior Products, Inc.
<b>Connie Liboon</b>	- Representative, Filcrafter, Inc.
<b>Teresa Loserada</b>	- Design & Function, Inc.
<b>Ramon Baquitan</b>	- Design Excellence
<b>Rene B. Betorio</b>	- End User



- 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" 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 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 3:00 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 IATF 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 3:30 pm.

Prepared by:

  
ALE EUGENE L. TORRES  
Member, BAC Secretariat

  
ROSELYN M. MARANAN  
Chair, BAC Secretariat

Attested By:

  
LORENZO P. PERERA  
Chair, BAC for Goods and Consulting Services