


Republic of the Philippines

Indang, Cavite

**BIDS AND AWARDS COMMITTEE**  
(Goods and Consulting Services)

**NOTICE OF VIRTUAL PRE-BID CONFERENCE**

A handwritten signature in blue ink, consisting of a large, stylized initial 'A' followed by a smaller, less legible signature.

**General Guidelines on the Conduct of Virtual Pre-Bid Conference for the  
“SUPPLY, DELIVERY AND INSTALLATION OF HRM LABORATORY SUPPLIES,  
MATERIALS AND EQUIPMENT (Upgrading of University Hotel as Training Facility for  
HRM Students-Main Campus)**

**A. To Join the Pre-Bid 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 \_\_\_\_\_ in the Cisco Webex email invitation to join the pre-bid 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-bid Conference**

- 1) The a(z)71(e)-14(d)-14( )-78)-23(e)-14(p)-14(r)-23(e)-14(se)-14(n)-14(t)-7(a)-14(t)-7(i)&e)-14( )-78