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Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
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**MINUTES OF THE PRE-BIDDING CONFERENCE  
SUPPLY, DELIVERY AND INSTALLATION OF AIRCONDITIONING UNIT**

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice-Chair, BAC for Goods and Consulting Services
Rosalie A. Pelle	- Member, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member, BAC for Goods and Consulting Services
Noel A. Sedigo	- Member, BAC for Goods and Consulting Services
Efren R. Rocillo	- TWG Chair, Infrastructure Projects, Construction Supplies, Air-conditioning, Electrical Supplies and Accessories
Larry E. Rocela	} - TWG Members, Infrastructure Projects, Construction Supplies, Air-conditioning, Electrical Supplies and Accessories
Ronald P. Peña	
Sunshine Francisco	- Representative, Superserve Corp.
Romulo Paule	- Representative, REMI
Jayson Rocela	- Representative, Uptown Ind'l. Sales, Inc.
Rodylyn Lebuna	- Representative, TEKNIKOS
Rosemarie Dela Cruz	- Representative, ACMI Office System
Keith Piedad	- End-User, Research Center
Preciosa G. Eraña	- Chair, BAC Secretariat
Camille Joy V. Capupus	- Member, BAC Secretariat

The pre-bidding conference for the Supply, Delivery and Installation of Airconditioning Unit was held at SL Lasap Hall, Admin. Bldg. was called to order at 1:40pm of January 23, 2020, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidders and their representatives.

The Chair introduced the BAC Members, members of the Technical Working Group and the members of the BAC Secretariat were also introduced. Five (5) prospective bidders attended the pre-bidding conference.

The Chair emphasized and clarified the following points:

- ABC of the project is Two Million Eight Hundred Thirty Thousand Pesos only (₱ 2,830,000.00).
- Changes in the specifications will be included in the Bid Bulletin.
- Follow the checklist of requirements issued.
- For packaging of the bids, it is recommended to use tab/ear tags for proper labeling and easier identification of attached documents.


The Chair announced that the bidding conference will be on February 6, 2020 at 1:30pm to be held at SL Lasap Hall, Admin. Bldg., Cavite State University, Indang, Cavite. He reminded the prospective bidders to submit all bidding documents on or before **12:00noon**, February 6, 2020 to the BAC Secretariat at Supply/BAC Office at CvSU Admin Building. Late bids will not be accepted.

There having no more remaining topics for discussion the pre-bid conference was adjourned at 1:55pm.

Prepared by:

  
**PRECIOSA G. ERAÑA**  
Chair, BAC Secretariat

Attested By:

  
**DAVID L. CERO, Ph. D.**  
Chair, BAC for Goods and Consulting Services