



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
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**MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF BRAND NEW
PASSENGER ELEVATOR FOR THE UNIVERSITY LIBRARY**

Present were:

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|-------------------------|---|
| 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 |
| Danielito R. Escaño | - 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 | |
| Arturo C. Eraña | |
| Ramil Acquiatan | - Representative, NANOTECH |
| Maria Luz A. Ordinario | - Representative, MAKO |
| Kristine M. Mojica | - End-User, University Library |
| Preciosa G. Eraña | - Chair, BAC Secretariat |
| Camille Joy V. Capupus | - Member, BAC Secretariat |
| Roselyn M. Maranan | - Member, BAC Secretariat |

The pre-bidding conference for the Supply, Delivery, Installation, Testing and Commissioning of Brand New Passenger Elevator for the University Library, held at SL Lasap Hall, Admin. Bldg. was called to order at 2:05pm of March 5, 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. Two (2) prospective bidders/suppliers attended the pre-bidding conference.

The Chair emphasized and clarified the following points:

- ABC of the project is Three Million Pesos only (₱ 3,000,000.00).
- Changes in the specifications are the following:
5 stops: G, 2, 3, 4 & 5
- Dismantling of the existing elevator unit should be included in the scope of work, unit will be temporarily hauled to the Physical Plant Services (PPS).
- Training, technical orientation, trouble shooting, and the like will be required during the commissioning part or before the turn-over of the project.
- Delivery period is 90 days.
- Site inspection is a must.
- Follow the checklist of requirements issued.
- For packaging of the bidding documents, it is recommended to use tab/ear tags for proper labeling and easier identification of attached documents.
- Sign all necessary documents.

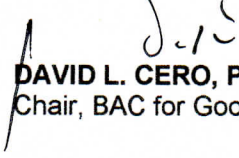
The Chair announced that the bidding conference will be on March 17, 2020 at 2:00pm to be held at SL Lasap Hall, Admin. Bldg., Cavite State University, Indang, Cavite. He reminded the prospective bidders to submit all bidding documents on or before **1:00pm, March 17, 2020** to the BAC Secretariat at 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 2:15pm.

Prepared by:


PRECIOSA G. ERAÑA
Chair, BAC Secretariat

Attested By:


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