



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE ONLINE PRE-BIDDING CONFERENCE
ONE YEAR CONTRACT FOR JANITORIAL/HOUSEKEEPING SERVICES (2020)-
MAIN AND SATELLITE CAMPUSES

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice-Chair
Rosalie A. Pelle	- Member
Edwina O. Roderos	- Member
Danielito R. Escaño	- Member
Noel A. Sedigo	- Member
Sittie Aynah Mangadang	- COA Representative
Edna L. Mojica	- Admin. Director, End-user
Susan G. Tan	- TWG Chair, Security, Janitorial and Consulting Services
Roderick M. Rupido	- TWG Member, Security, Janitorial and Consulting Services
Marion M. Maala	- President, D' Triumph Cleaners and Allied Services, Inc.
Preciosa G. Eraña	- Chair, BAC Secretariat
Camille Joy V. Capupus	- Member, BAC Secretariat
Jayrard M. Austria	- Supply Office Staff

The online pre-bidding conference for the One Year Contract for Janitorial / Housekeeping Services (2020)-Main and Satellite Campuses, via Cisco Webex was called to order at 9:30am of November 3, 2020, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidder/s thru video-conferencing.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat and the observer/COA Representative. One (1) prospective bidder/supplier attended the pre-bidding conference via Cisco Webex.

The Chair emphasized and clarified the following:

- ABC of the project is Seventeen Million Nine Hundred Twenty Seven Thousand Four Hundred Thirty Pesos and 73/100 (₱ 17,927,430.73).
- The Terms of Reference for the project was discussed. Corrections on Item Number 8.4 and 8.5 should be Item No. 8.1 and 8.2 respectively.


The President of D' Triumph Cleaners and Allied Services, Inc. (Ms. Marion Maala) clarified the following with reply of the BAC Chair:

1. The delayed processing of NBI Clearance in this time of pandemic for the selection and screening of janitors. The BAC Chair (Dr. Cero) clarified that the University will have considerations and adjustments regarding the matter, for the meantime a Barangay Clearance and Police Clearance can suffice for the purpose, until such time that the requirement is submitted.
2. For the Statement of all On-going Projects, attachment of Notice of Award (NOA) and Notice to Proceed (NTP) is sufficient and contracts can be required to the winning bidder during post-qualification evaluation.
3. *Annex A. List of Standard Janitorial / Housekeeping Cleaning Equipment and Tools to be Provided.* The University will provide the supplies and materials needed by the janitors thus, the **annex A** (Page 7 of the TOR) mentioned will be deleted. A storage area will also be provided for the purpose.
4. Other matters discussed were the following:
 - Payment of bidding documents is required before submission. Deadline of bid submission is on November 18, 2020 at 1:00 pm, late bids will not be accepted.

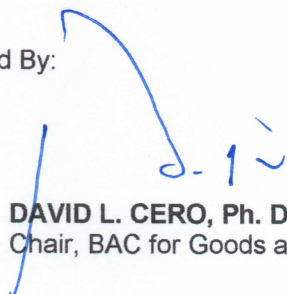
- The BAC is still requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG for the documentary requirements of the project.
- Bid opening will be face to face, to be held on November 18, 2020 at 3:00pm at CvSU International House 2.
- For those who are interested to attend the bid opening, prospective bidders are advised to send one (1) representative per company. The University is implementing a health protocol to observe, that is to wear mask and face shield and to present a valid health certificate from Barangay or Rural Health Unit

There being no other matters to be discussed, the pre-bid conference was adjourned at 10:05am.

Prepared by:


PRECIOSA G. ERAÑA
Chair, BAC Secretariat

Attested By:


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