



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
(046) 415-0010
cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING
OF BRAND-NEW PASSENGER ELEVATOR FOR THE FIVE STOREY
NEW ACADEMIC BUILDING
(BACOR CITY CAMPUS)

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Ronald P. Peña	- TWG, Chair, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Transportation Equipment and Other Machineries
Arturo C. Eraña	- TWG Member, Transportation Equipment and Other Machineries
Efren R. Rocillo	- TWG Chair, Infrastructure Projects
Elpidio N. Roderos	- TWG Member, Infrastructure Projects
Zannie I. Gamuyao	- End-user, Bacoor Campus
David R. Diestro	- JTCCI
Joaquin Cyam Chua	- JTCCI
Jesus Chua	- JTCCI
Maria Luz Ordinario	- MAKO
Maricar Santos	- MAKO
Brylle Joseph Dalit	- NANOTECH
Ramil Acquiatan	- NANOTECH
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat
Chester Jade Mojica	- Staff, Procurement Office

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF BRAND-NEW PASSENGER ELEVATOR FOR THE FIVE STOREY NEW ACADEMIC BUILDING (Bacoor City Campus) held at CvSU Hostel Tropicana was called to order at 10:30 am on June 23, 2022, and was presided by the BAC Chair, Dr. David L. Cero. The Chair acknowledged the presence of the prospective bidder/s.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No COA and private sector representatives attended the conference. Three (3) prospective bidders/suppliers attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. ABC of the project is Two Million Pesos (₱ 2,000,000.00).
2. The general requirements and technical specifications were presented.
3. For the purpose of uniformity, the financial bid of the prospective bidders shall follow the prescribed format/ template of the University.

B. Queries/ Clarifications:

1. The request for 120-day delivery period was granted.
2. Regarding the possibility of down payment or mobilization and/or progress billing, the BAC Chair explained that the mode of procurement is considered Goods and Services and

progress billing/payment is not allowed. Full payment will be granted once the project is completed, inspected and accepted by the end-user.

3. The bidders are recommended to do on-site inspection, but Certificate of Appearance is not required.
4. The Chair announced the postponement of the posted deadline of bid submission and Bidding Conference/Bid Opening schedule from July 7, 2022 to July 13, 2022, but of the same time and the same venue.

C. Other Matters:

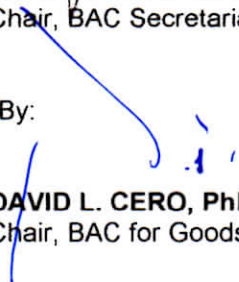
1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well preferably with "dog tags" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on July 13, 2022; at 9:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on July 13, 2022, at 10:30 am at CvSU Hostel Tropicana.
5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline of submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat.
7. 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, bringing of COVID-19 Vaccination Card/ Certificate is a must upon entry into the University, and 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 10:50 am.

Prepared by:


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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