



Republic of the Philippines
CAVITE STATE UNIVERSITY
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND INSTALLATION OF THREE (3) UNITS 167 KVA POLE MOUNTED TRANSFORMER
FOR PPS

Present were:

David L. Cero	- Chair, BAC for Goods and Consulting Services
Edwina O. Roderos	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Efren R. Rocillo	- TWG Chair, Infrastructure Projects
Elpidio N. Roderos	- TWG Member, Infrastructure Projects
Ronald P. Peña	- TWG Member, Infrastructure Projects
Elemer T. Bermudo	- Mecoret Electrical Services Inc.
Arnold L. Llamado	- End-user, PPS
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 AND INSTALLATION OF THREE (3) UNITS 167 KVA POLE MOUNTED TRANSFORMER FOR PPS held at CvSU Hostel Tropicana was called to order at 11:00 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. One (1) prospective bidders/suppliers attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. ABC of the project is One Million Six Hundred Sixty-Six Thousand Eight Hundred Twenty Pesos (₱ 1,666,820.00).
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. There are no queries raised from the prospective bidder/s.
2. The bidders are recommended to do on-site inspection, but Certificate of Appearance is not required.
3. 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.

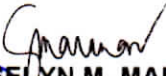
C. Other Matters:

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.

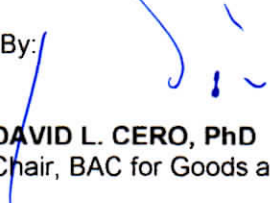
2. Bid documents should be packaged well preferably with "dog tags" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on July 13, 2022; at 9:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on July 13, 2022, at 11:00 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 11:20 am.

Prepared by:


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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