



Republic of the Philippines
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY, AND INSTALLATION OF SPLIT-TYPE AIRCONDITIONING UNITS
FOR GS-OLC

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Noel A. Sedigo	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Arturo C. Eraña	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Bernard Marquez	- Representative, Trademaster
Anthony Cerdan	- Representative, St. Francis Square
Marivel Panes	- Representative, St. Francis Square
Bambi Alvarado	- Representative, Joneco Tech Marketing Corp.
Rezin C. Bahia	- End-User/ Dean, GS-OLC
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat

The pre-bidding conference for the SUPPLY, DELIVERY, AND INSTALLATION OF SPLIT-TYPE AIRCONDITIONING UNITS FOR GS-OLC held at Hostel Tropicana was called to order at 9:30 am on October 18, 2022, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of four (4) representatives of the prospective bidders.

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 meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million One Hundred Twenty Thousand Pesos (₱ 1,120,000.00).
2. The source of funds for the project is CvSU TRUST-Income.
3. The general requirements and technical specifications were presented.
 - 3.1. 1 HP Wall Mounted Split Type Aircon (1 unit) – amounting to ₱ 43,500.00
 - 1 HP
 - Inverter type
 - Cooling Capacity should be equal or more than 9,900 kJ/hr
 - 230V; 60Hz; R32
 - With 1 year warranty on parts, labor and at least 5 years on compressor
 - with appropriate NEMA breaker

3.2. 1.5 HP Wall Mounted Split Type Aircon (1 unit) – amounting to ₱ 53,500.00

- 1.5 HP
- Inverter type
- Cooling Capacity should be equal or more than 12,900 kJ/hr
- 230V; 60Hz; R32
- With 1 year warranty on parts, labor and at least 5 years on compressor
- With appropriate NEMA breaker

3.3. 2.5 HP Wall Mounted Split Type Aircon (1 unit) – amounting to ₱ 1,023,000.00

- 2.5 HP
- Inverter type
- Cooling Capacity should be equal or more than 21,600 kJ/hr
- 230V; 60Hz; R32
- With 1 year warranty on parts, labor and at least 5 years on compressor
- with appropriate NEMA breaker

3.4. General Specifications for the 3 items

3.4.1. Refrigerant Pipe and Rubber Installation:

- Refrigerant Pipes shall be Hard Drawn type M copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes are to be used.
- Rubber insulation with appropriate inner diameter and ½” thickness are to be used to insulate the refrigerant pipes and wrapped with polyethylene tape.

3.4.2. Electrical Feeder and Enclosure:

- Wire shall be insulated with PVC (polyvinyl chloride), nylon jacket type THHN rated at 90 Degree Celsius (dry) and 75 Degree Celsius (wet) maximum of 600 volts Ac application and shall comply with the Philippine Standards ECB enclosure shall be of NEMA-3R swinging dead-front-type with covers.

3.4.3. Electrical Conduit:

- Metallic Flexible Conduits are to be used to connect from the AC Condensing Units and should not exceed 1 meter in length to the IMC conduit. IMC Conduits are to be used from the Metallic Flexible Conduits to the point of entrance of the building or wherever is applicable. PVC conduits may be used from the point of entrance of the building or wherever is applicable to the Appropriate Circuit Breaker at the Distribution Panel and Fan Coil Unit. Fittings, Connectors and Accessories suitable for Electrical Conduits specified above are to be used.
- Site visit is recommended.

4. The project is on bid all basis.

B. Queries from the prospective bidders/ Agreements:

1. Mr. B. Marquez of Trademaster asked if the air conditioning units are to be installed in a new building and if the electrical source is already available.
2. The End-User answered that the air conditioning units will be installed in the newly-established GS-OLC building and the electrical source is already available for the installation.

3. Mr. A. Cerdan of St. Francis Square raised his queries regarding item no. 1. He asked if they could join the bidding if they will offer an item with a lower cooling capacity but with a higher cooling power (1.5 HP instead of 1 HP), but still within the ABC. He also asked if they are allowed to offer mixed brands (different brands) of air conditioning units.
4. The TWG members reiterated that offers should be in accordance with the specifications given by the End-User.
5. The BAC Chair emphasized that offers of mixed brands are allowed given that it meets the required specifications.
6. Mr. B. Marquez of Trademaster stressed that a higher cooling power with the same price is a much better option.
7. The BAC Chair, TWG members, and the End-User agreed that they will stick to the original specifications prescribed in the submitted document of technical specifications.
8. The BAC Chair also told the prospective bidders that they can visit the newly built GS-OLC building for inspection after the pre-bid for the project. Moreover, the Chair emphasized that any changes to the technical specifications will be posted as supplemental bid bulletin.

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 and should contain “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 November 3, 2022, at 8:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on November 3, 2022, at 9:30 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 for the submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted.
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, wearing of 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 10:00 am.

Prepared by:




AL EUGENE L. TORRES
Member, BAC Secretariat



ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:



LOLITA G. HERRERA
Chair, BAC for Goods and Consulting Services