



**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY AND DELIVERY OF BRAND NEW 18-SEATER VAN FOR BACoor CAMPUS**

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
Jazmin P. Cubillo	- Member
Ronald P. Peña	- TWG Chair, Transportation Equipment and Other Machineries
Arturo C. Eraña	- TWG Member, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Transportation Equipment and Other Machineries
Menvyluz S. Macalalad	- End-User Representative
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
Chester Jade Mojica	- Procurement Staff

The pre-bidding conference for the SUPPLY AND DELIVERY OF BRAND NEW 18-SEATER VAN FOR BACoor CAMPUS held at Hostel Tropicana was called to order at 2:30 pm on December 14, 2022, and was presided over by the BAC Chair, Ms. Lolita G. Herrera.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No potential bidders, 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 Five Hundred Thousand Pesos (₱1,500,000.00).
2. The source of funds for the project is Fund 164-Income.
3. Since there are no potential bidders attended, the general requirements and technical specifications of the requested item was not presented.

B. 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 December 28, 2022, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on December 28, 2022, at 2:30 pm 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.

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 2:45pm.

Prepared by:

  
**ERLA F. MATEL**  
Member, BAC Secretariat

  
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Attested By:

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