



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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
(Bacoor City Campus)

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Arturo C. Eraña	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Ronald P. Peña	-TWG Chair, Air-conditioning, Transportation Equipment and Other Machineries
Salvio Tolentino	- Representative, 3G Powerplus
Elixer Camarso	- Representative, Nanotech
Rodel Lising	- Representative, Nanotech
Jayson Gorospe	- End-User, Bacoor Campus
Ryan Angelo Mojica	- End-User, Bacoor Campus
Roselyn M. Maranan	- Chair, Secretariat
Erla F. Matel	- Member, BAC Secretariat
Chester Jade E. Mojica	- Procurement Staff

The 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 International House II was called to order at 10:00 am on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of three (3) 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 Two Million Five Hundred Thousand Pesos (₱ 2,500,000.00).
2. The source of funds for the project is CvSU Fund 164.
3. The general requirements and technical specifications were presented.

3.1. Basic Specifications

- 1 unit Passenger Elevator Car
- Passenger Lift / Service Lift Type
- 800kg./ 10 passenger Capacity
- 1.0 m/s Speed
- 5/5 Marked, G,2,3,4,5 (O.H) Floor Stops and Opening
- 1,500 mm Pit Depth
- 800mm (w) x 2100mm (h) Car Entrance
- 5.4 kilowatts power
- 220 volts, 3 phase, 60 Hertz Power Voltage
- 220 volt, 1phase
- 60Hz Frequency
- Machine-Room-Less

3.2 Shaft

- Concrete Shaft
- 1,800mm (w) x 2,000mm (d) Shaft Size
- Approximately 17meters Travel Height
- 1,500mm Pit Depth
- Minimum of 4,500 mm Overhead Height

3.3 Elevator Car Specifications

- 2,350mm external Cabin Height
- 1,100mm (w) x 1,600mm (d) Net size of Cabin
- 800mm (w) x 2,100mm (d) Dimension of Car Door
- Hairline finished, stainless steel Car Decoration
- LED Lighting
- PVC Flooring
- Fan Ventilation
- Car Operation Panel
 - Stainless Steel
 - Alarm button
 - Lamp and Buzzer for Overload
 - LCD Display
- Hairline Finished, Stainless Steel Front, Rear, and Side Walls

3.4 Landing Doors

- Two (2) Panels Center Opening Doors
- Dimensions: 800mm (w) x 2,100mm (d)

3.5 Landing Fixtures

- Floor Call and Floor Call Group are subject to the approval of the end-user

3.6 Warranty

- Two (2) year warranty on parts and services including two (2) year free preventive maintenance, done quarterly (24/7 tech support) with free training on basic operation, troubleshooting and maintenance.

3.7 Scope of Works

- Supply and delivery of One (1) Unit of Passenger Elevator Car and Accessories
- Installation, testing, and commissioning
- Civil works needed for the installation of the elevator
- Necessary Permit

B. Queries from the prospective bidders/ Agreements:

1. Representative from Nanotech requested that the warranty period on parts and services be changed to 1year only with monthly preventive maintenance service. They also asked if they need to submit Certificate/Affidavit of Site Inspection.
2. BAC Chair reiterated that any changes to the technical specifications will be posted as 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 March 29, 2023, at 8:00 am, late bids will not be accepted.

4. The face-to-face bid opening will be held on March 29, 2023, at 10:00 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 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 Link.Biz 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, 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 10:30 am.

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