



MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND DELIVERY OF LIGHT WEIGHT VEHICLE FOR OBA

Present were:

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| 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 |
| Vernon C. Costa | - End-User, OBA |
| Roselyn M. Maranan | - Chair, Secretariat |
| Erla F. Matel | - Member, BAC Secretariat |
| Chester Jade E. Mojica | - Procurement Staff |

The pre-bidding conference for the SUPPLY AND DELIVERY OF LIGHT WEIGHT VEHICLE FOR OBA held at International House II was called to order at 10:30AM on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of one (1) representative 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 Three Hundred Thousand Pesos (₱ 1,300,000.00).
2. The source of funds for the project is CvSU Fund 164.
3. The general requirements and technical specifications were presented.

3.1. Specifications

- Direct Injection Diesel Engine
- Euro4 compliant
- Displacement: 2.5-3.0L Diesel Engine
- Suspension: Double Wishbone with Coil Spring, Semi-Elliptical Leaf Spring
- Steering: Rock and Pinion Steering gear w/ power assist
- Brakes: Hydraulic - Vacuum
- Assisted Dual Circuit Rear seats: Multiple-split folding
- Seating Capacity: 16-18seater
- Dual Aircon
- Semi-elliptical steel leaf springs & hydraulic double acting telescopic shock absorbers at front & rear
- Recirculating ball & nut type with power assisted, titling power steering
- Tools Included
 - Early warning device
 - Jack
 - Tire wrench
 - Spare tire
 - LTO registration

B. Queries /Agreements:

1. End-user inquired if red plate registration is included.
2. A. Eraña, TWG, explained that the agency will file the application for the red plate registration.
3. BAC Chair gave the assurance that red plate registration will be covered by the comprehensive insurance.
4. BAC Chair also 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 10:30 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 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 10:50AM.

Prepared by:


ERLAF F. MATEL
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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