



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 AND DELIVERY OF LIGHTWEIGHT VEHICLE FOR OBA – 2ND POSTING**

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
Roderick M. Rupido	- Member
Ronald P. Peña	- TWG Chair, Airconditioning, Transportation Equipment and Other Machineries
Arturo C. Eraña	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Emerson Lascano	- TWG Member, Airconditioning, Transportation Equipment and Other Machineries
Rolly Santos	- BMT Marketing
Roselyn Brusas	- Foton Sta. Rosa
Amor Lechadores	- Foton Bacoor
Vernon C. Costa	- End-User/ Director, Production and Resource Generation
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Chester Jade Mojica	- Staff, Procurement Office

The face-to-face pre-bidding conference for the SUPPLY AND DELIVERY OF LIGHTWEIGHT VEHICLE FOR OBA – 2ND POSTING held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 8:30 a.m. 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. The Chair also acknowledged the presence of three (3) prospective bidders. 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 Fund 163- Income.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from Foton Bacoor asked if they can offer a vehicle with more than 18-seating capacity. Moreover, she clarified if the multiple-split folding for the assisted

dual circuit rear seats specification indicated on the End-User's submitted technical specifications is a bench type.

2. The BAC Chair and TWG reiterated that the technical specifications indicated are only the minimum specifications. Bidders may counteroffer items above the minimum specifications.
3. The representative from BMT Marketing clarified if the engine displacement of 2.5-3.0L stated in the specifications is at maximum.
4. The TWG answered that the range of engine displacement is at minimum and maximum.
5. Other queries from the prospective bidders will be accepted until May 8, 2023.

C. Revised Specifications:

1. Seating Capacity: at least 16-seater
2. Assisted Dual Circuit Rear seats: Multiple-split folding, bench-type

D. Other Matters:

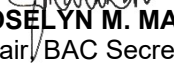
1. All revisions made in the specifications during the pre-bid conference will be included in the bid bulletin.
2. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
3. Bid documents should be packaged well and should contain "ear tags" for easy scanning of all the BAC members.
4. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on May 17, 2023; at 8:00 a.m., late bids will not be accepted.
5. The face-to-face bid opening will be held on May 17, 2023, at 8:30 a.m. at CvSU Hostel Tropicana.
6. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for submission of bids.
7. 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.
8. 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 be strictly observed.

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 9:00 a.m.

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