



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 BRAND-NEW VAN FOR BACoor CAMPUS – 2ND NEGOTIATED**  
**PROCUREMENT**

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
Ryan Angelo Mojica	- Representative, CvSU- Bacoor Campus
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 BRAND-NEW VAN FOR BACoor CAMPUS – 2ND NEGOTIATED PROCUREMENT held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 3, 2023, was called to order at 9:00 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 two (2) representatives of the 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 Five Hundred Thousand Pesos (₱ 1,500,000.00).
2. The source of funds for the project is Fund 164- Income.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from BMT Marketing stated that the requirement of the End-User in terms of engine displacement of 2900 cc is close to 3000 cc which is fit for a Toyota brand. The representative then suggested changing the delivery period from 30 days to 120 days, since they are experiencing late deliveries from Toyota.
2. The BAC Chair reiterated that the specification indicated which is at least 2900 cc is a general specification for van and do not automatically be converted to 3000 cc. The minimum requirement is at least 2900 cc which can also be available to other brand. The BAC Chair also explained that the standard delivery period is only 30 days, however, the committee is open for accepting request of extension of delivery period from the winning bidder which is subject to the review and approval of the TWG and the End-User.
3. The BAC Chair announced that other queries from the prospective bidders will be accepted until May 8, 2023.

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 "ear 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 May 17, 2023; at 8:00 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on May 17, 2023, at 9:00 a.m. 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 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 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 9:30 a.m.

Prepared by:

  
**AL EUGENE L. TORRES**  
Member, BAC Secretariat

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

Attested By:

A handwritten signature in black ink, appearing to read 'LGH', is written over a light gray rectangular background.

**LOLITA G. HERRERA**

Chair, BAC for Goods and Consulting Services