



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
(046) 889-6373
cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY AND INSTALLATION OF THREE (3) UNITS 167 KVA POLE MOUNTED
TRANSFORMER FOR UNIVERSITY LIBRARY, CAFENR AND RESEARCH BUILDINGS

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair/ End-User
Edwina O. Roderos	- Member
Roderick M. Rupido	- Member
Gerry M. Castillo	- Member
Noel A. Sedigo	- Member
Efren R. Rocillo	- TWG Chair, Infrastructure Projects
Larry E. Rocela	- TWG Member, Infrastructure Projects
Elpidio N. Roderos Jr.	- TWG Member, Infrastructure Projects
Cene M. Bago	- TWG Member, Infrastructure Projects
Ronald P. Peña	- TWG Member, Infrastructure Projects
Florencio Berenguel	- Representative, Lead Core Technology System
Cayetano Santos Jr.	- Representative, JRS Power
Mark Joseph Torres	- Representative, Electromechtech
Ferdinand Absalon	- Representative, Danitech Power System Inc.
Danielito R. Escaño	- End-User
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, BAC 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 INSTALLATION OF THREE (3) UNITS 167 KVA POLE MOUNTED TRANSFORMER FOR UNIVERSITY LIBRARY, CAFENR AND RESEARCH BUILDINGS held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 3, 2023, was called to order at 4:00 p.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, the members of the BAC Secretariat, and the End-Users. The Chair also acknowledged the presence of four (4) representatives from the prospective bidders. Unfortunately, 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 Seven Hundred Thousand Pesos (₱1,700,000.00).
2. The source of funds for the project is Fund 164.
3. The general requirements and technical specifications were presented.

B. Queries/ Clarifications from the prospective bidders/ Agreements:

1. The representative from Lead Core Technology System inquired on what are the specific items that the End-User needed in the consumables.
2. The TWG for Infrastructure Projects answered that they will be providing the full list of consumables (connecting wires, electrical tape, etc.) in coordination with the End-User. Moreover, the TWG Member said that the bidders/ suppliers may visit the area for them to estimate the consumables needed.
3. The BAC Chair emphasized that the final changes in the specifications will be posted in the bid bulletin. Moreover, the committee required the bidders to have an ocular inspection on the site. A certificate of site inspection is needed to be attached to the bid documents.
4. The representative of JRS Power inquired if the End-User has a preferred brand. He also raised concerns about the length of service of the electrical posts and whether it can still handle the three (3) brand-new transformers for safety purposes.
5. The BAC Chair emphasized that the End-User cannot indicate a brand in accordance with RA 9184. Any brand may be offered by the bidders for as long as the specifications indicated are satisfied. The Chair reiterated that through the ocular inspection, the bidders/suppliers may assess the stability of the existing posts. The Chair also mentioned that the committee will be providing a certificate regarding the stability and durability of the concrete posts.
6. The representative from JRS Power mentioned that there are “branded” transformers that are made in China, locally manufactured, and or refurbished as brand-new that are flooding in the market, hence he is asking about what brand is preferred by the End-User.
7. The BAC Chair reiterated that it is much better to prefer a branded transformer since it is beneficial for the University.
8. The representative from JRS Power and Lead Core Technology System said that the branded transformers are more costly therefore the budget allocated for the project is not enough.
9. The TWG Chair for Infrastructure projects emphasized that the University is hoping that the bidders will offer branded transformers conforming with the specifications indicated and in accordance with the approved ABC. He also mentioned that since a Professional Electrical Engineer (PEE) certificate is required, it can be assured that the transformer that they will offer is of good quality. The TWG will also require the bidders/suppliers with a test result of the technical evaluation of the transformers. Furthermore, he mentioned if the total budget allocated is not enough based on the analysis of the bidders which may lead to a failure of bidding, a review of the costing will be done together with the End-User.
10. The representative from Danitech Power System Inc. suggested to the committee to clearly define the word “branded” since there are branded ones that are locally manufactured but were considered as brand new. He also suggested that regardless of the origin of the transformer (imported or locally manufactured), the body should require the bidders to provide a manufacturer’ test report and certificate of origin.

11. The committee have decided to include the word “branded” in the specifications. Moreover, a manufacturer's certificate for authenticity, a warranty certificate from the contractor (winning bidder) regarding the installation, and a warranty certificate from the manufacturer for the transformer (product) should be provided by the winning bidder.
12. The BAC Chair also emphasized that the procuring entity will not be specific on the type of the transformer (whether it is imported or locally manufactured) for as long as the bidders' offer is branded wherein post-qualification evaluation will be conducted to assess the conformance of the bid offers of suppliers to the required specifications.

C. Revised specifications:

A. Materials

3.0 units Branded, Brand new 167 kVA pole mounted transformer
13.8kV, primary, 120/240 secondary voltage with lightning arrester 15kV
with PEE certification and manufacturer's certificate of authenticity
Warranty certificate from the contractor/supplier (for the installation)
Warranty certificate from the manufacturer (for the product)

D. Other Matters:


1. Any queries from the prospective bidders will be accepted until August 8, 2023. The posting of minutes and bid bulletin will be on August 8 and 10, 2023, respectively.
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 August 17, 2023, at 12:00 noon, late bids will not be accepted.
5. The face-to-face bid opening will be held on August 17, 2023, at 4:00 p.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 observe following the IATF guidelines, thus, 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 5:00 p.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