



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
cvsu.edu.ph

BIDS AND AWARDS COMMITTEE
Goods and Consulting Services

MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF BRAND-NEW
ELEVATOR FOR DCEE

Present were:

- Mary Jane D. Tepora - Chair, BAC for Goods and Consulting Services
- Bettina Joyce P. Ilagan - Vice Chair
- Edwina O. Roderos - Member
- Gerry M. Castillo - Member
- Roderick M. Rupido - Member
- Sharon M. Isip - Member
- Ronald P. Peña - TWG Chair, Air-conditioning, Transportation Equipment and Other Machineries/ TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Arturo C. Eraña - TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
- Emerson C. Lascano - TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
- Efren R. Rocillo - TWG Chair, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Larry E. Rocela - TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Elpidio N. Roderos, Jr. - TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Ryan Janssen R. Sanchez - TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Trisha Marie I. Juliano - TWG Member, Infrastructure Projects, Construction & Electrical Supplies and Materials
- Allan Orquillo Jr. - VTSA International Inc.
- Ramil Acquiatan - Nanotech
- Adelfa Beltran - Nanotech
- Rodel Lising - Nanotech
- Evangeline Torres - Nextel Industrial Sales and Services Corp
- Francis Palmes - BDA JR Construction
- Willie C. Buclatin - End-User/ Dean, CEIT
- Roselyn M. Maranan - Chair, BAC Secretariat
- Al Eugene L. Torres - Member, BAC Secretariat
- Alma Veronica Ramos - Member, BAC Secretariat
- Shirley G. Aldea - Member, Secretariat

The face-to-face pre-bidding conference for the SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF BRAND-NEW ELEVATOR FOR CON (INCLUDING SHAFT EXTENSION AND ELECTRICAL SUPPLY) held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 3:00 p.m. and was presided over by the BAC Chair, Dr. Mary Jane D. Tepora.

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 representatives from the four (4) prospective bidders. No COA and/or private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Three Million Three Hundred Thousand Pesos (₱3,300,000.00).
2. The source of funds for the project is Fund 164.
3. For the interest of time and since as per the understanding of the BAC, the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair did not read the specifications per item in detail.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from VTSA and Natotech mentioned that their concerns for this project are the same issues that he had raised from the previously discussed projects (*see minutes of the pre-bid conference for the Supply, Delivery, Installation, Testing, and Commissioning of Brand-New Elevator for CON and DIT Including Shaft Extension and Electrical Supply for reference*).
2. The representative from NextTel inquired if they could join the bidding even though they are only subcontracting, referring to their previously handled government project. Furthermore, she asked if the similar projects within 2 years as mentioned in the bid document mean the projects 2 years ago or after 2 years.
3. The BAC Chair answered that NextTel could join the bidding since the documents that will be submitted during the bidding will be evaluated. Furthermore, in line with the SLCC, similar projects awarded within 2 years prior to the project are the requirement, in this case, the SLCC covered the projects from 2022 to 2024.
4. The representative from NextTel then asked regarding the schedule of the site inspection/ visitation.
5. The BAC Chair emphasized that a site visit is required and may be scheduled anytime from Monday to Thursday, 7:00 a.m. to 6:00 p.m. A certificate of site visit which will be certified by the End-User is a requirement in the bid document to be submitted by the prospective bidders.

C. Revised specifications/ Agreements:

1. The contract duration of the project is 120 calendar days.
2. Request for an extension for the implementation/ delivery of the project will be accepted in consideration that there are valid and justifiable reasons for the delay, subject to the approval of the TWG and the BAC.
3. Certificate of site visit is a requirement as an attachment to the bid document.
4. Other queries from the prospective bidders will be accepted until March 4, 2024.
5. All other changes in the specifications including the infrastructure plan for the shaft extension will be posted in the bid bulletin on March 6, 2024.

6. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.


D. 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" or "document tabs" 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 13, 2024, at 8:00 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on March 13, 2024, at 3:00 p.m. at CvSU Lasap Hall, Administration Building.
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 in attending 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, thus, wearing face masks and social distancing is encouraged during the bid conference.

Since there were no queries from the bidders and the BAC members, and there were no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 3:30 p.m.

Prepared by:


AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


WILLIE C. BUCLATIN
End-User/ Dean, College of Engineering and Information Technology

Attested By:


MARY JANE D. TEPORA
Chair, BAC for Goods and Consulting Services