



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 AND DELIVERY OF BRAND-NEW VAN FOR CVSU-BACCOOR CAMPUS –**  
**NEGOTIATED PROCUREMENT**

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
Arturo C. Eraña	- TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
Emerson C. Lascano	- TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
Paolo Manuel	- Lovi Motors Corporation
Amor Lechadores	- Foton Bacoor
Francis Palmes	- BDA JR Construction
Ryan Angelo Mojica	- End-User, Bacoor Campus
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 AND INSTALLATION OF LABORATORY EQUIPMENT FOR COM held at Lasap Hall, Cavite State University, Indang, Cavite on February 28, 2024, was called to order at 1:00 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 two (2) 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 One Million Five Hundred Pesos (₱ 1,500,000.00).
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 Lovi Motors Corporation clarified if the ABC of the project is final and if the seating arrangement preferred by the End-User is front-facing or side-facing.
2. The TWG in agreement with the End-User answered that they prefer a vehicle with a front-facing seating arrangement.
3. The representative from Foton Bacoor inquired if the committee would accept an offer of a vehicle with similar specifications but with a higher diesel engine displacement (2.8cc), 16-seater capacity with a high roof ceiling, and a warranty of 5 years or 150,000 km.
4. The BAC Chair emphasized that the technical specifications written and discussed were only the minimum requirement. Offers with higher specifications will be accepted for as long as the price is within the ABC of the project, and it will be more advantageous and beneficial to the university.

C. Revised specifications/ Agreements:

1. Seating arrangement: Front-facing
2. Other queries from the prospective bidders will be accepted until March 4, 2024.
3. All other changes in the specification will be posted in the bid bulletin on March 6, 2024.
4. 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 1:00 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 1:30 p.m.

Prepared by:



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




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

Noted by:



**MENVYLUZ MACALALAD**  
End-user

Attested By:



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