



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 CON (INCLUDING SHAFT EXTENSION AND ELECTRICAL SUPPLY)

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 |
| 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, 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 2:00 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 Four Million One Hundred Thousand Pesos (₱4,100,000.00).
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 that the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair already proceed to entertain the questions and clarifications from the prospective bidders.

B. Queries/ Clarifications from the prospective bidders:

1. The representative from VTSA asked about the contract duration of the project since the schedule of requirements is not included in the technical specifications. Furthermore, he asked if the bidders/suppliers would be the ones to propose the schedule of requirements or if the TWG would provide supplemental documents for the schedule of requirements. He also raised that the importation of the elevator would entail a longer time frame.
2. The TWG member for Infrastructure Projects, Construction & Electrical Supplies and Materials answered that in terms of the infrastructure component (extension of the elevator shaft), the contract duration is usually thirty (30) days. The supply and installation of the elevator shall be on the ninety (90) days contract duration.
3. The representative from VTSA requested the TWG to issue a contract time duration in the schedule of requirements of the project.
4. The representative from Nanotech raised that the contract duration for the extension of the elevator shaft depends on the area of the building. As per his understanding, the area of the CON building is bigger than the DIT building, thus, the 30-day day duration of the construction of the extension of the elevator shaft might be too short since there is a curing period that needs to be observed before the installation of the elevator.
5. The BAC Chair reiterated that the committee would stick to the minimum contract duration of 30 days. However, a request for an extension will be allowed subject to the approval of the BAC and the TWG. In consideration of the issue of the time frame for the importation, the BAC Chair assured the prospective bidders that the committee together with the TWG and the End-User will have a discussion and the decision regarding the contract duration and other revisions on the specifications which will be posted in the bid bulletin.
6. The representative from Nanotech seeks clarification regarding the shaft extension if the five (5) door stops mean 5 floors plus the roof deck or if the 5 floors mentioned include the roof deck. Also, he asked if there is a standard height for the shaft extension since their main concern on their part is the consideration of the overhead cost for the project.
7. The TWG Chair for Air-conditioning, Transportation Equipment, and Other Machineries answered that the elevator door stops are 5 floors which already includes the floor for

the shaft extension. With regard to the height of the shaft extension, he mentioned that it is already included in the infrastructure plan for the project. However, the plan will be available only to those suppliers that will buy the bid documents.

8. The BAC Chair reiterated that a site inspection is required, and the affidavit of site inspection is a requirement in the bid document.
9. The representative from VTSA asked if the infrastructure plan would be included or provided by the committee as a supplemental document since this will be the basis for their bid costing and a factor for their decision if they will join or submit their bid for the project.
10. The TWG answered that the infrastructure plan for the shaft extension will be included in the bid bulletin and emphasized that a site inspection is required.
11. The representative from VTSA asked regarding the schedule of the site inspection and the contact person for the project.
12. The TWG answered that the site inspection may be scheduled by the prospective bidders anytime from Monday to Thursday, 7:00 a.m. to 6:00 p.m. and it will be facilitated by the personnel from the Physical Planning Unit.
13. The BAC Chair asked if the 120-day contract period considering the importation duration/ requirements for the project is amenable to all.
14. The TWG Chair for Infrastructure Projects, Construction & Electrical Supplies and Materials suggested that the contract duration shall be 150 days without extension to avoid delays in the completion of the project.
15. The representative from Nanotech and VTSA appealed to the committee that the contract duration shall stick to 120 days with a possible extension.
16. The representative from VTSA raised that since this project has no progress billing, a 150-day contract duration without extension is tight and might be hard for them to commit considering that liquidated damages for unaccomplished work will be costly on their part.
17. After thorough deliberation, it was then agreed that the contract duration shall be 120 calendar days.
18. The representative from VTSA asked about the duration of the processing of payment of CvSU if the suppliers submitted complete documentary requirements.
19. The BAC Chair answered that the usual processing of payment under normal conditions is 30 working days. Normal conditions mean that paperwork in the offices is not voluminous, and the signatories are all present. The 30-day period may be extended, for example, if the signatories are on leave or not available. However, the BAC secretariat will inform the supplier of the progress or status of the payment.
20. The representative from Nanotech seeks clarification on the capacity of the elevator car and its dimensions. He explained that the 1000kg carrying capacity does not fit with the dimensions required by the End-User. The dimensions indicated would carry a capacity of 1600kg which would affect the cost.

21. The TWG explained that the indicated dimension of the elevator car is a requirement of the End-User since hospital beds should fit in it.
22. The BAC Chair answered that the committee together with the TWG will review the concern of the representative from Nanotech regarding the elevator car dimensions. All amendments to the specifications will be posted in the bid bulletin.
23. The BAC Chair emphasized that the specifications posted are only the minimum requirements of the End-User. Offers with higher specifications will be accepted considering that it is within the approved ABC of the project.
24. The representative from VTSA inquired if they could request a certificate of performance evaluation with a rating higher than satisfactory upon completion of the project in case, they won the bidding and have provided/ delivered an item with higher specifications.
25. The BAC Chair assured the bidders that the BAC will be issuing a certificate of performance evaluation with an appropriate rating upon the completion of the project.
26. The representative from Nanotech seeks clarification on the "CCTV-ready" requirement. Does it mean that they will be providing only the CCTV units while the cabling requirement up to the control room will be provided by the institution?
27. The TWG Chair for Air-conditioning, Transportation Equipment, and Other Machineries answered that there would be a separate budget for the cabling/ wiring of the CCTV to the control room. The suppliers shall provide and install only the CCTV unit inside the elevator, but the unit must be ready for configuration in the security or control room.
28. The representative from VTSA inquired if the permit to operate and as-built plan will only be provided after the completion of the project, thus, the submission of these documents is excluded from the 120-day contract period. Furthermore, he mentioned that the processing of obtaining a mechanical permit to operate (PTO) will take time approximately about 30 to 60 days. He was concerned that the documents would be a pre-requisite for the processing of the billing [payment].
29. The TWG Chair for Air-conditioning, Transportation Equipment, and Other Machineries answered that the PTO will be a requirement for the processing of the payment of the winning bidder/supplier since as per their experience with similar projects, the issuance of a PTO will not entail longer processing time if the supplier has submitted a complete set of requirements.
30. The representative from Nanotech also wanted to clarify to the committee if the issuance of PTO will be the basis for the handover of the unit and/or the completion of the project and if the submission of the PTO is included in the 120-day contract period. Moreover, he inquired if the payment would be processed and if the counting of the 120-day contract period would end if, for instance, the unit had passed the evaluation of the TWG and had been accepted by the End-User. He also mentioned that, as per their experience, there are occurrences of delays in the issuance of PTO which may affect the processing of the payment.
31. The BAC Chair in agreement with the TWG approved the request of the prospective bidders that upon acceptance of the TWG and the End-User of the delivered, installed, and commissioned unit [elevator], the counting of 120 days will end, excluding the submission of the PTO, which will imply that the project had been completed, thus, the processing of payment will be facilitated.

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 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.

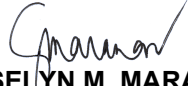
D. Other Matters:

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 2:00 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 2:30 p.m.

Prepared by:


AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


EVELYN M. DEL MUNDO
End-user

Attested By:


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