



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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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:

Almira G. Magcawas	- Chair
Bettina Joyce P. Ilagan	- Vice Chair
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
Rodolfo Gamboa	- Supersystem
Ronald Fabis	- Supersystem
Willie C. Buclatin	- End-User and 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 DCEE held at Conference Room, Interdisciplinary Research Building, Cavite State University, Indang, Cavite on August 22, 2024 was called to order at 2:30 p.m. and was presided over by the BAC Chair, Dr. Almira G. Magcawas.

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 from one (1) prospective bidder. COA and private sector representatives were invited but none attended the pre-bidding conference.


- A. The Chair emphasized and clarified the following:
1. The ABC of the project is Four Million Pesos (₱4,000,000.00).
 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 bidder 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/ Agreements:
1. The following are the clarifications/questions raised by the prospective bidder:
 - 1.1. Difference between the speed and the rated speed. Since as per manufacturer's standard the speed of the elevator is 1m/s
 - 1.2. Delivery date of the project.
 - 1.3. Payment terms if progress billing or not.
 - 1.4. If the processing of necessary permits shall be shouldered by the contractor/supplier or the institution.
 - 1.5. If site inspection is required.
 2. The TWG Chair answered that the rated speed shall be considered. The speed in the technical specifications will be deleted. Moreover, the Chair emphasized that the winning bidder shall be responsible for the processing of the necessary permits.
 3. The committee agreed to change the delivery and completion of the project into **120 days**.
 4. The Chair of the BAC Secretariat emphasized that since this procurement project is considered as "goods and services", progress billing is not applicable. Thus, full payment will be implemented upon completion of the project.
 5. The BAC Chair reiterated that a site inspection is required and can be done right after the pre-bid conference. *A certificate of site inspection or appearance will be required as an attachment to the bid document.*
 6. All changes in the technical specifications will be posted as a supplemental bid bulletin on August 29, 2024.
 7. Other queries from the prospective bidders will be accepted until August 27, 2024.
 8. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.
- 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" 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 September 5, 2024, at 12:00 noon, late bids will not be accepted.
4. The face-to-face bid opening will be held on September 5, 2024, at 2:30 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 3:00 p.m.

Prepared by:


AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


WILLIE C. BUCLATIN
End-user

Attested By:


ALMIRA G. MAGCAWAS
Chair, BAC for Goods and Consulting Services