



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**  
**FABRICATION OF UNMANNED GROUND VEHICLE**  
**(INCLUDING MATERIALS AND LABOR)**

Present were:

Almira G. Magcawas	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Roderick M. Rupido	- Member
Sharon M. Isip	- Member
Willie C. Buclatin	- Member
Michael T. Costa	- TWG Chair, Electronics and Communications Equipment
Arturo C. Eraña	- TWG Member, TWG Member, Air-conditioning, Transportation Equipment and Other Machineries
Rodney B. Javier	- End-User
Jesriel Y. Alsonado	- End-User
Preciosa G. Eraña	- OIC, Procurement Office
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 FABRICATION OF UNMANNED GROUND VEHICLE (INCLUDING MATERIALS AND LABOR) held at S.M. Lasap Hall, Cavite State University, Indang, Cavite on 12 November 2024 was called to order at 1:00 p.m. and 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-Users. Unfortunately, no prospective bidders, COA, and private sector representatives attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is One Million Three Hundred Thousand Pesos (₱1,300,000.00).
2. The source of funds for the project is Trust (PCAARRD-funded project).
3. The general requirements and technical specifications were presented.

B. Revised Specification:

- a. To be finalized by the end-user.

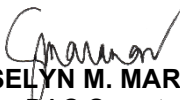
C. Other Matters:

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 November 26, 2024, at 8:30 a.m., late bids will not be accepted.
4. The face-to-face bid opening will be held on November 26, 2024, at 1:00 p.m. at S.M. 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 1:10 p.m.

Prepared by:


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

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

Noted by:

  
**RODNEY B. JAVIER**  
End-User/ Project Technical Assistant, UGV Project

Attested by:

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