



**MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECT:**  
*Repair and Improvement of Old College Library Building (For GAD Office)*

Present were:

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|-------------------------|---|
| Dr. Camilo A. Polinga   | - Chair   |
| Engr. Renato B. Cubilla | - Member  |
| Engr. Roslyn P. Peña    | - Member  |
| Engr. Cene M. Bago      | - Member  |
| Engr. Efren R. Rocillo  | - TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment  |
| Engr. Larry E. Rocela   | - TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment |
| Engr. Ronald P. Peña    | - TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment |
| Ms. Raecel A. Estebat   | - End-user/ In-charge, GAD-RC   |
| Ms. Michelle A. Santos  | - BAC Secretariat   |
| Mr. Edgar R. Dello, Jr. | - BAC Secretariat   |

Prospective Bidders

- |                         |   |
|-------------------------|---|
| Mr. Norman S. Abunda    | - Representative, ENSA Builders                           |
| Mr. Alvin L. Leonida    | - Representative, ENSA Builders                           |
| Mr. Ruel T. Limbo       | - Representative, Jemak Construction & Supply             |
| Mr. Alexander S. Manalo | - Representative, IVY Construction                        |
| Mr. Nilo C. dela Peña   | - Representative, IVY Construction                        |
| Mr. Dindo F. Mojica     | - Representative, N. B. Avila Construction                |
| Ms. Alyanna Sioson      | - Representative, Parametric Engineering and Construction |
| Mr. Roldan A. Suan      | - Representative, Zudaki Construction and Trading         |

The pre-bidding conference for the **Repair and Improvement of Old College Library Building (For GAD Office)** held at SL Lasap Hall, Administration Building, Cavite State University, Indang, Cavite on September 19, 2019 was called to order at 1:45 pm, and was presided by Dr. Camilo A. Polinga, Chair of BAC for Infrastructure Projects.

Six (6) prospective bidders attended the pre-bidding conference, namely: ENSA Builders, Jemak Construction & Supply, IVY Construction, N.B. Avila Construction, Parametric Engineering and Construction, and Zudaki Construction and Trading.

Dr. CA Polinga presented a brief background of the project.

- The ABC of the project is One Million Seven Hundred Sixty-Eight Thousand Four Hundred Eighty-Three Pesos & 06/100 (₱ 1,768,483.06)
- The project duration is 90 calendar days.

Engr. CE Bago discussed the following scope of the project:

- The project covers the repair and improvement of the **lower ground floor** of the old college library building to be converted into Gender and Development Office.
- Removal of existing partition and re-installation according to the new plan.
- Repainting Works
- Electrical Works
- Plumbing Works (includes construction of additional CR)
- Tile Works (tiling of CR's)
- Installation of additional doors
- Includes construction of new septic tank



Dr. CA Polinga emphasized that CvSU BAC is strictly implementing the rules and regulations stipulated in RA 9184 regarding eligibility documents, technical documents and financial documents. He stressed the following documents that should be included in the bidding documents:

- Bidders must secure a **Certificate of Appearance** from the end-user or Planning Unit, which serves as proof that they conducted a site inspection of the project and have an **Affidavit of Site Inspection**, which is duly notarized. These should be included in the Technical Envelope. Absence of these documents shall be ground for technical disqualification.
- The prospective bidders were informed to submit the duly filled-out Bill of Quantities issued by the Committee with the Scope of Work, which bear the signature of the BAC Chair. The amounts on the BOQ may be handwritten or typewritten.
- Statement of all **ongoing** and **completed** government and private contracts, including contracts awarded but not yet started. Bidders must have an experience of having completed a **Single Largest Completed Contract (SLCC)** that is similar to the project, equivalent to at least fifty percent (50%) of the ABC within the last ten (10) years.
- All technical questions and clarifications regarding the project shall be entertained through the Secretariat, which may be sent via email, and shall be forwarded to the TWG. The deadline for the queries is on **September 24, 2019**. The TWG will answer all the technical questions which shall form part of the Bid Bulletin. The Bid Bulletin will be available to all prospective bidders and can be downloaded from the PhilGEPS website.
- Non-discretionary pass/fail criterion will be used in the examination of bids. The validity of submitted documents will be verified during the post-qualification procedure.
- All bidding documents should be signed by the authorized signing official.
- Prospective bidders were advised to ensure the completeness of the documents to avoid disqualification.

#### Packaging of Bids

Dr. CA Polinga reminded the prospective bidders that documents to be submitted should be arranged accordingly based on the Checklist of Bidding Requirements (Eligibility, Technical, and Financial Documents) **preferably with corresponding tabs**.

#### Submission of Bids

The bidding conference for the project is scheduled on **October 3, 2019**. All bids should be submitted on or before **12:30 pm** on the scheduled date of bidding.

#### Other Matters

Dr. CA Polinga mentioned that contractors are entitled to mobilization fee. Progress billing should be once a month only. He added that the university is open to negotiation in case of project extensions, through proper communication and coordination to avoid project delays.

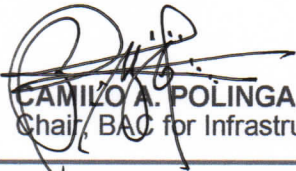
Engr. RB Cubilla reminded the prospective bidders to observe and monitor proper conduct among their workers. Dr. CA Polinga added that a pre-construction meeting will be conducted to discuss the do's and don'ts during the construction period.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 2:30 pm.

Prepared by:

  
**MICHELLE A. SANTOS**  
BAC Secretary

Approved by:

  
**CAMILO A. POLINGA, PhD**  
Chair, BAC for Infrastructure Projects