



MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECT:
Construction of Two-Storey School Building at CvSU Trece Martires Campus
Sub-grade Preparation for the Proposed Parking Area near PPS
Repair and Improvement of Four Units Green Houses
Repair and Improvement of Piggery

Present were:

Dr. Camilo A. Polinga	- Chair, Infrastructure Projects
Dr. Ruel M. Mojica	- Vice Chair, Infrastructure Projects
Dr. Ma. Agnes P. Nuestro	- Member
Engr. Roslyn P. Peña	- Member
Engr. Renato B. Cubilla	- Member
Engr. Efren R. Rocillo	- TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ronald P. Peña	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Larry E. Rocela	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Prof. Noel A. Sedigo	- End-user / TMC Campus
Dr. Analita dM. Magsino	- End-user / CAFENR
Engr. Arnold L. Llamado	- End-user / PPS
Ar. Marnellie N. Gatdula	- End-user / PPS
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Adelma F. Rivera	- BAC Secretariat
Mr. Edgar R. Dello, Jr.	- BAC Secretariat
Ms. Erla F. Matel	- BAC Secretariat

Prospective Bidders

Mr. Alexander S. Manalo	- Representative, A.C. De Lara Construction
Mr. Roldan A. Suan	- Representative, Zudaki Construction and Trading
Mr. Rogelio E. Estrella	- Representative, DV Salud Construction
Mr. Guiseppe Fabila	- Representative, PDJ Integrated Construction
Ms. Venice B. Molina	- Representative, 480 Builders
Mr. Ruel T. Limbo	- Representative, Jemak Construction and Supply

The pre-bidding conference for four (4) projects of the university held at SL Lasap Hall, Administration Building, Cavite State University, Indang, Cavite on February 13, 2020 was called to order at 1:20 pm, and was presided by Dr. Camilo A. Polinga, Chair for Infrastructure Projects.

The projects are as follows:

	PROJECT TITLE	ABC	SIZE RANGE	CONTRACT DURATION
1)	Construction of Two-Storey School Building at CvSU Trece Martires Campus	₱ 14,977,615.17	Small B	240 CD
2)	Sub-grade Preparation for the Proposed Parking Area near PPS	₱ 1,331,641.40	Small B	90 CD
3)	Repair and Improvement of Four Units Green Houses (CAFENR)	₱ 1,885,404.71	Small B	60 CD
4)	Repair and Improvement of Piggery Building (CAFENR)	₱ 1,612,226.87	Small B	60 CD

Six (6) prospective bidders attended the pre-bidding conference, namely: A.C. De Lara Const, 480 Builders, Zudaki Construction and Trading, DV Salud Construction, PDJ Integrated Construction, and Jemak Construction & Supply.

Dr. CA Polinga emphasized that CvSU BAC is strictly implementing the rules and regulations stipulated in RA 9184 and Philippine Bidding Documents. He proceeded in the discussion of the Eligibility, Technical and Financial Documents as stated in the Checklist of Bidding Requirements. He stressed the following documents that should be included in the bidding documents:

- 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.
- Bidders must secure a Certificate of Appearance from the end-user, 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, which bear the signature of the BAC Chair/ Vice Chair including the attached specifications or scope of work. The amounts on the BOQ may be handwritten or typewritten. When a required item is provided, but no price is indicated, the bid shall be considered as non-responsive. Specifying a zero (0) or a dash (-) would mean that an item is being offered for free.
- The Minutes of the Pre-Bidding Conference may be obtained from the BAC Secretariat. 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 **February 18, 2020**. 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 and CvSU website. The Minutes of the Pre-bid Conference and Bid Bulletin should be included in the Bidding Documents. It is the bidders' responsibility to make sure that all documents related to the bidding are complete.
- 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.
- Bidders should submit their bids through their Authorized Representative with Special Power Attorney (SPA)

Packaging of Bids

Documents to be submitted should be arranged accordingly based on the Checklist of Bidding Requirements (Eligibility, Technical, and Financial Documents) **preferably with corresponding tabs**.

The documents to be submitted must be secured in a sealed envelope marked "TECHNICAL COMPONENT (first envelope)" and "FINANCIAL COMPONENT (second envelope)" and must be contained in one sealed envelope marked "ORIGINAL COPY". The FIRST ENVELOPE and SECOND ENVELOPE should each have two duplicate copies. These duplicate copies shall also be packaged in another envelope marked "COPY 1" for the first duplicate copy while "COPY 2" for the second duplicate copy. The ORIGINAL COPY, COPY 1, and COPY 2 sealed envelopes must be packaged altogether in one mother envelope.

Submission of Bids

The bidding conference for the project is scheduled on **February 27, 2020**. All bids should be submitted on or before **12:00 noon** on the scheduled date of bidding.

Other Matters

Due to recent COA Audit Observation Memorandum stating that no projects in the university were finished on time, the university has decided to closely monitor all projects being implemented. Prospective bidders were advised to strictly follow their construction schedule because as much as possible, no extension will be given to contractors.

To maximize the budget utilization of the university, contractors are advised to collect their progress billings.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 2:00 pm.

Prepared by:



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BAC Secretary


ERLA F. MATEL
BAC Secretary

Reviewed by:


MICHELLE A. SANTOS
BAC Secretary

Approved:


RUEL M. MOJICA, PhD
Vice Chair, BAC for Infrastructure Projects