



MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECT:

Repair and Improvement of Piggery – 2nd Posting
Repair and Improvement of Four Units Green Houses – 2nd Posting
Construction of Fruits and Vegetable Processing Center
Upgrading of NCRDEC Coffee Product Development Facility
Repair and Improvement of White House
Repair and Improvement of Physics Laboratory, Instrumentation
and Chemistry Laboratory Room

Present were:

Dr. Ma. Agnes P. Nuestro
Dr. Ruel M. Mojica
Dr. Famela Iza C. Matic
Dr. Ma. Cynthia R. dela Cruz
Engr. Roslyn P. Peña
Engr. Renato B. Cubilla
Engr. Efren R. Rocillo

Engr. Ronald P. Peña

Engr. Larry E. Rocela

Arch. Elpidio N. Roderos, Jr.

Engr. Cene M. Bago

Dr. Analita M. Magsino
Engr. Gerry M. Castillo
Engr. Orlando B. delos Reyes
Ms. Ma. Elisa P. Nuestro
Ms. Michelle A. Santos
Ms. Roselyn M. Maranan
Ms. Adelma F. Rivera
Mr. Edgar R. Dello, Jr.
Ms. Erla F. Matel

- Chair, Infrastructure Projects
- Vice Chair, Infrastructure Projects
- Member
- Member
- Member
- Member
- TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- End-user / Dean, CAFENR
- End-user / Director, NCRDEC
- End-user / Chair, DPS-CAS
- Representative / EBA
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat

Prospective Bidders

Ms. Trixie Liwana
Ms. Venice B. Molina
Mr. Roldan Suan
Mr. Kyle Asir
Ms. Eunice Matut
Mr. Kenneth Curaming
Mr. Rod Atienza
Mr. Ravenal R. Sta. Maria
Mr. Edwin B. Calusin
Ms. Regine Gupo
Mr. Jan Albert Almanzor

- Representative, Bicon Enterprises
- Representative, Macximum 7 Construction
- Representative, Zudaki Construction & Trading
- Representative, Parametric Engineering & Construction
- Representative, N.B. Avila Construction
- Representative, DV Salud Construction
- Representative, Montadel Enterprises
- Representative, Filcor Construction & Development Corp.
- Representative, AV Construction & Supplies
- Representative, Builders Elite Services Corp.
- Representative, Omnicon Builders

The pre-bidding conference for six (6) projects of the university held at University Quadrangle, Cavite State University, Indang, Cavite on September 28, 2020 was called to order at 9:15 am, and was presided by Dr. Ma. Agnes P. Nuestro, Chair for Infrastructure Projects.

The projects are as follows:

PROJECT TITLE	ABC	SIZE RANGE	CONTRACT DURATION
1) Repair and Improvement of Piggery – 2 nd Posting	₱ 1,612,226.87	Small B	60 CD
2) Repair and Improvement of Four Units Green Houses – 2 nd Posting	₱ 1,885,404.71	Small B	60 CD
3) Construction of Fruits and Vegetable Processing Center	₱ 13,999,981.31	Small B	300 CD
4) Upgrading of NCRDEC Coffee Product Development Facility	₱ 4,492,065.70	Small B	60 CD
5) Repair and Improvement of White House	₱ 1,788,485.74	Small B	105 CD
6) Repair and Improvement of Physics Laboratory, Instrumentation and Chemistry Laboratory Room	₱ 3,230,747.81	Small B	120 CD

Eleven (11) prospective bidders attended the pre-bidding conference, namely:

- 1) Bicon Enterprises
- 2) Macximum 7 Construction
- 3) Zudaki Construction & Trading
- 4) Parametric Engineering & Construction
- 5) N.B. Avila Construction
- 6) DV Salud Construction
- 7) Montadel Enterprises
- 8) Filcor Construction & Development Corp.
- 9) AV Construction & Supplies
- 10) Builders Elite Services Corp.
- 11) Omnicon Builders

Dr. Ma. Agnes P. Nuestro started the conference by introducing the BAC, TWG Members, Secretariat, End-users and prospective bidders. Then, she proceeded in the discussion of the above stated projects through a PowerPoint presentation. The plan and site location of each project was shown, as well as the scope of works of the projects, to wit:

A. Repair and Improvement of Piggery – 2nd Posting

- Earthworks
- Concrete and Masonry Works
- Miscellaneous Works
- Carpentry Works
- Trusses and Roofing Works
- Plumbing Works
- Electrical Works
- Painting Works

B. Repair and Improvement of Four Units Green Houses – 2nd Posting

- Earthworks
- Concrete and Masonry Works
- Miscellaneous Works
- Carpentry Works
- Trusses and Roofing Works
- Plumbing Works
- Electrical Works

C. Construction of Fruits and Vegetable Processing Center

- Earthworks
- Concrete Works
- Masonry and Tile Works
- Carpentry Works
- Trusses and Roofing Works
- Electrical Works
- Plumbing Works
- Fire Protection Works

D. Upgrading of NCRDEC Coffee Product Development Facility

- Earthworks
- Concrete and Masonry Works
- Tile Works
- Carpentry Works
- Miscellaneous Works
- Plumbing Works
- Electrical Works
- Painting Works

E. Repair and Improvement of White House

- Site Clearing
- Form Works, Concrete and Masonry Works
- Tile Works
- Plumbing Works
- Electrical Works (*Additional Bid Bulletin will be issued*)
- Carpentry Works

F. Repair and Improvement of Physics Laboratory, Instrumentation and Chemistry Laboratory Room

- Earthworks
- Concrete, Masonry and Tile Works
- Carpentry and Miscellaneous Works
- Electrical and Plumbing Works
- Painting Works

After the presentation of the projects, Dr. MAP Nuestro proceeded in the discussion of the Eligibility, Technical and Financial Documents as stated in the Checklist of Bidding Requirements followed by the Institutional Requirements/General Rules. Inclusion in the Document Request List (DRL) will not be imposed since the PhilGEPS website is under maintenance. (*See: Checklist of Bidding Requirements & General Rules*)

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.

Schedule of Activities

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	October 5, 2020 Contact information: (046) 862-0852 0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	October 14, 2020, 3:00 pm Guard House, Gate 2, Cavite State University, Indang, Cavite
OPENING OF BIDS	October 21, 2020 Cavite State University, Indang, Cavite

TIME OF BIDDING	PROJECT TITLE	ABC
10:00 am	Repair and Improvement of Piggery – 2 nd Posting	₱ 1,612,226.87
10:30 am	Repair and Improvement of Four Units Green Houses 2 nd Posting	₱ 1,885,404.71
11:00 am	Construction of Fruits and Vegetable Processing Center	₱ 13,999,981.31
1:00 pm	Upgrading of NCRDEC Coffee Product Development Facility	₱ 4,492,065.70
1:30 pm	Repair and Improvement of White House	₱ 1,788,485.74
2:00 pm	Repair and Improvement of Physics Laboratory, Instrumentation and Chemistry Laboratory Room	₱ 3,230,747.81

Queries

The following questions were raised:

- Representative from Zudaki Construction & Trading asked if expired licenses will be accepted.
 - Ms. MA Santos answered that as per GPPB issuances, expired mayor's permit with official receipt of renewal application can be accepted subject to submission of renewed permit before payment of contract, but no specific guidelines was mentioned regarding PhilGEPS certification.
- When can the site inspection be conducted?
 - Dr. MAP Nuestro answered that site inspection may be conducted anytime right after the conference.
- Representative from DV Salud Construction asked if demolition of existing structure is included in the scope of works (Clearing).
 - Engr. CM Bago answered that demolition of the existing structure is included, and likewise, it will be included the Bid Bulletin.

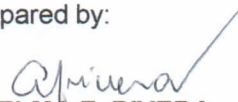
Special Instructions

The Minutes of the Pre-Bidding Conference may be obtained from the BAC Secretariat, and will also be posted at the CvSU website. All technical questions and clarifications regarding the project shall be entertained through the Secretariat, which may be sent via email. The deadline for the queries is on **October 5, 2020**.

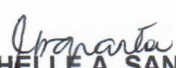
Engr. ER Rocillo advised all prospective bidders to include a Registered Electrician or Master Electrician and Site Engineer on the Organizational Chart to be submitted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 10:15 am.

Prepared by:


ADELMA F. RIVERA
BAC Secretary

Reviewed by:


MICHELLE A. SANTOS
BAC Secretary

Approved:


MA. AGNES P. NUESTRO, PhD
Chair, BAC for Infrastructure Projects



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
☎ (046) 862-0852
www.cvsu.edu.ph

CHECKLIST OF BIDDING REQUIREMENTS
(Infrastructure/Civil Works)

ENVELOPE 1

Eligibility Documents:

- a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- b. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- c. BIR Registration Certification, which contains the Taxpayer's Identification Number.
- d. PhilGEPS Certificate of Registration and Membership (Platinum Category).
- e. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the bidding documents; and statement of the bidder's SLCC similar to the contract to be bid. The statement shall include all information required in the PBDs prescribed by the GPPB.
- f. In the case of procurement of infrastructure projects, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be bid.
- g. The prospective bidder's Electronic Financial Statements (EFS) or Audited Financial Statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- h. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC).
- i. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- j. Tax Clearance issued by the Collection Enforcement Division of BIR attesting that the bidder has no outstanding Final Assessment Notice and/or delinquent account.

Technical Documents:

- a. The bid security in the prescribed form, amount and validity period or Bid Securing Declaration;
- b. Organizational chart for the contract to be bid;
- c. List of contractor's personnel (viz, Project manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- d. S-Curve / PERT CPM
- e. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/ vendor for the duration of the project.
- f. Affidavit of Site Inspection and Certificate of Appearance
- g. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in the bidding documents.
- h. Construction Safety and Health Program of the Contractor.

ENVELOPE 2

Financial Documents:

- a. Bid form
- b. Duly Signed Bid Prices in the Bill of Quantities issued by BAC together with the Scope of Work.
- c. Duly Signed Detailed Estimate
- d. Duly Signed Cash Flow by Quarter and Payments Schedule
- e. Minutes of the pre-bid conference/ Supplemental/Bid Bulletin



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
☎ (046) 862-0852
www.cvsu.edu.ph

BIDS AND AWARDS COMMITTEE
INFRASTRUCTURE PROJECTS / CIVIL WORKS

General Rules:

- a. Affidavit of Site Inspection should be included in the Technical Envelope (Env. # 1).
- b. Bidders should secure the minutes of the pre-bidding conference and bid bulletin, if any, and would also be included in the Financial Envelope (Env. # 2).
- c. Non-discretionary "pass / fail" criterion would be used in the examination of bids.
- d. Bidders should read carefully the Instruction to Bidders particularly on the submission of bids.
- e. Bidders should log-in the PhilGEPS website and have their company included in the Document Request List (DRL) of the projects, otherwise, their bids will not be accepted/disqualified.
- f. Bidders would be provided with the checklist of Eligibility, Technical and Financial documents as their reference and guidance in the preparation of their bidding documents.
- g. Only the Bids and Awards Committee through the secretariat shall issue any official documents or announcements pertaining to the project. Queries of bidders should be in writing or e-mail and should be sent to the Committee through the Secretariat.
- h. All bidding documents should be signed/initialed by the authorized signing official. In case of JVA, both authorized signing official should sign/initial all the bidding documents.
- i. Bidders should inform the Committee of their problems pertaining to the bidding documents before the deadline of the submission and opening of bids.
- j. In case the Bid Security to be submitted will be in the form of Surety Bond, attach a valid document or proof that the issuing company is registered in the Insurance Commission.
- k. Bidders should submit the duly filled-out Bill of Quantities issued to them which bear the signature of the Chairperson and/or initial of the Vice Chairperson including the attached specifications or scope of work, plans and bid bulletin. The amounts on the BOQ may be handwritten or typewritten. Any erasures should be initialed by the authorized signatory."
- l. Bidders are advised to secure the necessary bid bulletins (if any) and minutes of the pre-bidding conference and visit the PhilGEPS website and CvSU website the day before the submission and opening of bids for other information.
- m. Bidders are advised to prepare the detailed estimates based on the scope of works, specifications and plans.
- n. Bidders should have completed, within ten (10) years from the date of submission and receipt of bids, a contract similar to the project as stated in the Invitation to Bid and Philippine Bidding Documents posted in the PhilGEPS website.