



**MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECTS:**

*Improvement of Aquaculture, Biology, Environment, Science and Technology (AQUABEST) Building*  
*Repair and Improvement of CAFENR Agricultural Science Building*  
*Repair and Improvement of CAFENR Crop Science Building*  
*Repair of Two-Storey CEMDS Building (Formerly Agricultural Engineering Building)*  
*Repair and Maintenance of College of Nursing Building*  
*Construction of Administration Building Phase I at Carmona Campus*  
*Repair and Improvement of Related Subject Building (GAVALDON)*  
*Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort)*

**Present were:**

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
Dr. Famela Iza C. Matic	- Member
Dr. Ma. Cynthia R. dela Cruz	- Member
Engr. Roslyn P. Peña	- Member
Dr. Ammie P. Ferrer	- Member
Engr. Efrén 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
Arch. Elpidio N. Roderos, Jr.	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Cene M. Bago	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Arnold Llamado	- PPS Staff
Prof. Ana Liza R. Mojica	- End-user / Director, Sports
Dr. Analita M. Magsino	- End-user / Dean, CAFENR
Dr. Liza C. Costa	- End-user / Principal, CED-SHS
Dr. John Xavier B. Nepomuceno	- End-user / Campus Administrator, Naic Campus
Prof. Romel Hinahon	- End-user / Representative, CvSU Naic Campus
Prof. Buggie John Caturay	- End-user / Representative, CvSU Naic Campus
Dr. Tita C. Lopez	- End-user / Dean, CEMDS
Dr. Evelyn M. del Mundo	- End-user / Dean, CON
Prof. Glaizalyn Camayang	- End-user / Representative, CON
Dr. Cristina M. Signo	- End-user / Campus Administrator, CvSU Carmona Campus
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Roselyn M. Maranan	- BAC Secretariat
Ms. Adelma F. Rivera	- BAC Secretariat
Mr. Edgar R. Dello, Jr.	- BAC Secretariat

**Prospective Bidders**

Mr. Christian Evan C. Eleazar	- Representative, Mac-Ximum 7 Construction
Mr. Aldrin Jalilul	- Representative, CHE-RISS Const. & Trading
Ms. Rose Ann F. Olvido	- Representative, RM Mangubat Construction
Mr. John Heinrich Ravara	- Representative, Montadel Enterprises
Mr. Rolito R. Dayaguit	- Representative, Zudaki Construction & Trading
Ms. Alyanna Sioson	- Representative, Parametric Eng'g. & Construction
Ms. Aleta S. De Lara	- Representative, A.C. De Lara Construction
Mr. Reydan Victoriano	- Representative, Firmbuilders, Inc.
Ms. Regina Sta. Maria	- Representative, Filcor Const. & Dev. Corp.
Mr. Ruel T. Limbo	- Representative, A.V. Construction & Supply
Ms. Eunice Matuto	- Representative, N.B. Avila Construction
Mr. Nicolas Tañamor	- Representative, Saldania Construction
Ms. Joan Marie P. Socong	- Representative, PDJ Integrated Construction
Mr. Chris P. Buena	- Representative, Lourbel Const. & Supply
Ms. Jean Barcelá	- Representative, Ayzariz Corporation
Ms. Cecille Fajardo	- Representative, JRCF Construction
Mr. Rafael V. Lee	- Representative, Wilfredo M. David Builders & Const.
Mr. Guillermo B. Lagos	- Representative, My Dreamhome Builder, Inc.

The pre-bidding conference for eight (8) infrastructure projects of the university held via Cisco Webex on March 4, 2021 was called to order at 9:20 am, and was presided by Dr. Ma. Agnes P. Nuestro, Chair of BAC for Infrastructure Projects.

The projects are as follows:

PROJECT TITLE	ABC	SIZE RANGE	CONTRACT DURATION
1) Improvement of Aquaculture, Biology, Environment, Science and Technology (AQUABEST) Building	₱ 2,149,111.56	Small B	75 CD
2) Repair and Improvement of CAFENR Agricultural Science Building	₱ 1,047,361.70	Small B	120 CD
3) Repair and Improvement of CAFENR Crop Science Building	₱ 1,567,837.25	Small B	90 CD
4) Repair of Two-Storey CEMDS Building (Formerly Agricultural Engineering Building)	₱ 4,209,797.64	Small B	90 CD
5) Repair and Maintenance of College of Nursing Building	₱ 1,106,070.20	Small B	120 CD
6) Construction of Administration Building Phase I at Carmona Campus	₱ 9,059,099.42	Small B	240 CD
7) Repair and Improvement of Related Subject Building (GAVALDON)	₱ 5,385,093.30	Small B	120 CD
8) Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort)	₱ 6,031,817.88	Small B	120 CD

Dr. MA Nuestro started the conference by acknowledging the presence of the BAC, TWG Members, Secretariat, End-users and prospective bidders.

Dr. MA Nuestro presented and discussed the details of the above stated projects by providing an overview of each project. The plans and site location of each project was shown, as well as the scope of works of the projects, to wit:

**A. Improvement of Aquaculture, Biology, Environment and Technology (AQUABEST) Building**

- Miscellaneous Works
- Painting Works

**B. Repair and Improvement of CAFENR Agricultural Science Building**

- Dismantling, Chipping & Clearing Works
- Masonry & Tile Works
- Carpentry Works
- Miscellaneous Works
- Plumbing Works
- Electrical Works
- Painting Works

**C. Repair and Improvement of CAFENR Crop Science Building**

- Dismantling, Chipping & Clearing & Excavation Works
- Carpentry Works
- Miscellaneous Works
- Plumbing Works
- Electrical Works

**D. Repair of Two-Storey CEMDS Building (Formerly Agricultural Engineering Building)**

- Dismantling Works
- Concrete & Masonry Works
- Carpentry Works
- Miscellaneous Works
- Electrical Works
- Trusses & Roofing Works
- Plumbing Works
- Painting Works

**E. Repair of College of Nursing Building**

Lot A: Installation of Tiles of Ground Floor of CON Building

- Site Clearing & Preparation
- Masonry & Tile Works

Lot B: Replacement of Doors at Ground Floor of CON Building

- Site Clearing & Preparation
- Masonry & Carpentry
- Painting Works

**F. Construction of Administration Building Phase I at Carmona Campus**

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

**G. Repair and Improvement of Related Subject Building (GAVALDON)**

- Earth Works
- Concrete & Masonry Works

- Carpentry
- Miscellaneous Work
- Electrical Works
- Painting Works

**H. Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort)**

- Earth Works
- Concrete Works
- Masonry & Tile Works
- Carpentry Works
- Miscellaneous Works
- Rafter & Roofing Works
- Electrical Works
- Painting Works

After giving an overview of the projects, Dr. MA Nuestro presented and discussed the matters relative to the Checklist of Bidding Requirements the prospective bidders shall prepare and submit.

The General Rules and GPPB Issuances, specifically, GPPB Resolution No. 09-2020 dated May 7, 2020, Section 6 were also discussed.

**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
<b>LAST DAY OF QUERIES</b>	<b>March 9, 2021</b> Contact information: 0933-155-3084 bacinfra@cvsu.edu.ph
<b>DEADLINE OF SUBMISSION OF BIDS</b>	<b>March 18, 2021, 8:00 am</b> Administration Building, Cavite State University, Indang, Cavite
<b>OPENING OF BIDS</b>	<b>March 18, 2021</b> Function Hall, International House II, Cavite State University, Indang, Cavite

**Questions from Prospective Bidders**

The following concerns were raised:

- When can the site inspection be conducted and if there are health protocols when entering CvSU premises.
  - Site inspection may be conducted any time after the pre-bidding conference. In addition, prospective bidders are advised to conduct their site inspection at main campus and satellite campuses on Monday to Thursday; 8:00 am– 4:00 pm. Contact information of end-user may be coordinated with the BAC Secretary
  - Prospective bidders must secure a **Certificate of Appearance** from the end-user which serves as proof that they have conducted a site inspection.
  - Prospective bidders will be the one to secure the **Affidavit of Site Inspection**.

- What are the requirements before entering CvSU premises and during implementation period?
  - Health Protocols will be posted as Bid Bulletin by the BAC Secretary.
- Who will secure the Building Permit for the Carmona Project?
  - The End-User will secure the building permit
- In the BOQ provided, where to include the costing of the General Requirements, Temporary Facilities, Safety Protocols and the like?
  - To be included in the total cost per scope of work
- During implementation, are there any requirements with regards to Covid Health Protocols of the persons to be deployed?
  - Health Protocols implemented by the University shall be followed. Detailed in instructions will be provided as Bid Bulletin.
- For Gavaldon project, is it required that the Single Largest Completed Contract is also a gavaldon building?
  - Similar projects are repair of buildings in general.
- Is submission of Expired Mayor's Permit allowed?
  - GPPB Issuance, specifically, GPPB Resolution No. 09-2020. Section 6.2, dated 7 May 2020 shall be followed, to wit:  
*"Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; page 6 of 17"*
- Is there a need to update the Mayor's Permit in the PhilGEPS Certificate (List of Eligibility Documents) if the Mayor's permit has not yet been issued?
  - No need to update the list in the PhilGEPS certificate provided that the Official Receipt of renewal application is attached.
- Is there a need to attach the S-Curve, Manpower & Pert-CPM?
  - Included in the Checklist of Requirements to be submitted.
- Form of BOQ to be submitted?
  - Bill of Quantities to be submitted is the filled-out BOQ issued by the Committee, which bear the original signature of the BAC Chair including the attached specifications.
- Where can the bidding documents be downloaded?
  - Bidding documents are available for download in the PhilGEPS website and CvSU website (<https://cvsu.edu.ph/2018/01/15/invitation-to-bid/>).
  - The original BOQ to be used will be given upon payment of the bidding documents.
- Are there key personnel requirements for the projects?
  - Key personnel of the project should include the necessary personnel needed for each project.
- What are the terms of payment for the project for Mobilization and Progress Billing?
  - The provision for terms of payment shall be applied.

### Special Instructions

- Upon payment of the bidding documents, the BAC Secretary shall include the company in the Document Request List (DRL).
- For projects that have electrical works, Engr. ER Rocillo advised all prospective bidders to include a Licensed Electrical Practitioner on the List of Personnel.
- 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 sending of queries is on **March 9, 2021**.

- Only one (1) representative will be allowed to attend the opening of bids. Prospective bidders are advised to ensure the completeness of bid.
- On the detailed estimate, no lump sum offers shall be allowed.
- Information included in Instruction to Bidders should be followed.
- **Late bids shall not be accepted.**

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 11:20 am.


Prepared by:

  
**ADELMARA F. RIVERA**  
BAC Secretary

Reviewed by:

  
**MICHELLE A. SANTOS**  
BAC Secretary

Approved:

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