



MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECTS:
Construction of Three-Storey HRM Laboratory Building at CvSU Imus Campus
Repainting of Building at CvSU Carmona Campus

Present were:

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|-------------------------------|-------------------------------------------------------------------------------------------|
| 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. 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 |
| 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 |
| Dr. Marlon A. Mojica | - End-user / Campus Administrator, CvSU Imus Campus |
| Prof. 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 |

Prospective Bidders

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|-------------------------------|------------------------------------------------------------------|
| Ms. Paige Perez | - Representative, J2M Builders |
| Mr. Christian Evan C. Eleazar | - Representative, Mac-Ximum 7 Construction |
| Ms. Hazel Joy Olaes | - Representative, 480 Builders |
| Mr. Marzen D. Cabaña | - Representative, LB Spires Builders |
| Mr. Robert Obed Quiroz | - Representative, MZR Builders |
| Ms. Kimo Christine Abisado | - Representative, ECC Coating, Water Proofing & General Services |
| Ms. Alyanna Sioson | - Representative, Parametric Eng'g. & Construction |
| Ms. Aleta S. De Lara | - Representative, A.C. De Lara Construction |
| Ms. Regina Sta. Maria | - Representative, Filcor Const. & Dev. Corp. |
| Mr. Arvin Joel D. Aya | - Representative, A.V. Construction & Supply |
| Ms. Eunice Matuto | - Representative, N.B. Avila Construction |
| Ms. Joyce Manahan | - Representative, Precious Construction |

The pre-bidding conference for two (2) infrastructure projects of the university held via Cisco Webex on May 27, 2021 was called to order at 2:00 pm, 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) Construction of Three-Storey HRM Laboratory Building at CvSU Imus Campus	₱ 5,992,943.96	Small B	240 CD
2) Repainting of Building at CvSU Carmona Campus	₱ 1,231,645.87	Small B	35 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. Construction of HRM Laboratory Building at CvSU Imus Campus

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

- Fire Protection Works
- Plumbing Works
- Painting Works

B. Repainting of Building at CvSU Carmona Campus

- Scrapping and Cleaning Works
- Scaffolding and Miscellaneous 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
LAST DAY OF QUERIES	June 1, 2021 Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	June 10, 2021; 3:00 pm Guard House, Gate II Cavite State University, Indang, Cavite
OPENING OF BIDS	June 14, 2021 Function Hall, International House II, Cavite State University, Indang, Cavite 1:30 pm – Construction of Three-Storey HRM Laboratory Building at CvSU Imus Campus 2:30 pm – Repainting of Building at CvSU Carmona Campus

Questions from Prospective Bidders

The following concerns were raised:

- Submission of bids and Opening of Bids
 - Submission of bids is through manual submission and opening of bids is through face-to-face
- Submission of expired Tax Clearance
 - Expired Tax Clearance shall not be accepted and will result in disqualification
- Site inspection
 - Site inspection may be conducted any time after the pre-bidding conference. Prospective bidders are advised to conduct their site inspection from Monday to Thursday. Prospective bidders may call the BAC Secretary for scheduling.
 - 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**.
 - The Certificate of Appearance and Affidavit of Site Inspection should be included in the Technical Envelope of the bid to be submitted.
- Health Protocols
 - Company representatives who wish entry to CvSU must secure a health certification from their respective barangays or Rural Health Unit (RHU) and present a valid ID.
 - RT-PCR results shall only be valid at most three (3) days upon issuance.

- Building Permit
 - The End-User will secure the building permit
- Location of CvSU Imus Campus
 - CvSU Imus Campus is located near the LTO Office in Imus, Cavite
- For Repainting project in Carmona:
 - The picture of the building shall be provided.
 - The warranty requirement shall be posted through bid bulletin
- Key Personnel and Equipment Requirement
 - The Key Personnel and Equipment requirements shall be posted through bid bulletin.
- The Construction Safety and Health Program of the Contractor to be submitted
 - The Construction Safety and Health Program of the Contractor to be submitted must be certified by its President/Owner.
- Format of Detailed Estimate to be submitted
 - The contractor shall provide its own detailed estimate.
- Contractors excess materials
 - Excess materials shall be returned to the contractor as long as they have complied all the scope of works of the project.
- Basis in filling out the Bill of Quantities (BOQ)
 - The basis in filling out the BOQ is the provided scope of work of the project.
- Area for stay-in workers
 - An area for stay-in workers shall be provided.

Special Instructions

- Upon payment of the bidding documents, the BAC Secretary shall include the company in the Document Request List (DRL).
- Winning bidders shall be required to submit the following documents that will serve as proof that they hired the services of Master Electrician, Master Plumber, etc., as may be required by the project.
 - Key Personnel's Certificate of Employment
 - Contractor's Letter-Certificate to Procuring Entity
 - Key Personnel Biodata
- 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 **June 1, 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 3:00 pm.


Prepared by:


ADELMA F. RIVERA
 BAC Secretary

Reviewed by:


MICHELLE A. SANTOS
 BAC Secretary

Approved by:


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