



**MINUTES OF THE PRE-BIDDING CONFERENCE  
HELD VIA CISCO WEBEX ON JULY 1, 2021**

Project Title:

- 1) Rehabilitation of Comfort Rooms at CvSU Carmona Campus
- 2) Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort) - 2<sup>nd</sup> Posting
- 3) Improvement of Parking Area near PPS (Concreting of Parking Area with Curbs and Gutter)

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. 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
Engr. Cene M. Bago	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Prof. Ana Liza R. Mojica	- End-user / Director, Sports
Prof. Cristina M. Signo	- End-user / Campus Administrator, CvSU Carmona Campus
Prof. Danielito R. Escaño	- End-user / Director, PPS
Arch. Marnellie N. Gatdula	- End-user / Staff, PPS
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. Rolito R. Dayaguit	- Representative, Zudaki Construction and Trading
Mr. Ruel T. Limbo	- Representative, A.V. Construction & Supply
Ms. Aleta S. De Lara	- Representative, A.C. De Lara Construction
Ms. Rosha Beleno	- Representative, RDF Construction and Supply
Ms. Norie Tagpis	- Representative, LB Spires Builders
Ms. Jennifer Tolo	- Representative, FirmBuilders, Inc.
Mr. Reydan Victoriano	- Representative, Sportiva Enterprises
Ms. Beth Ponelas	- Representative, RM Mangubat Construction
Mr. Alvin Fidel	- Representative, Jeddai Construction

The pre-bidding conference for three (3) infrastructure projects of the university held via Cisco Webex on July 1, 2021 was called to order at 2:20 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) Rehabilitation of Comfort Rooms at CvSU Carmona Campus	₱ 1,225,267.84	Small B	60 CD
2) Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort) - 2 <sup>nd</sup> Posting	₱ 6,596,351.22	Small B	120 CD
3) Improvement of Parking near PPS (Concreting of Parking Area with Curbs and Gutter)	₱ 5,546,065.28	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. Rehabilitation of Comfort Rooms at CvSU Carmona Campus**

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

**B. Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort)  
– 2<sup>nd</sup> Posting**

- Earthworks
- Concrete Works
- Masonry and Tile Works
- Carpentry Works
- Miscellaneous Works
- Rafter and Roofing Works
- Electrical Works
- Painting Works

**C. Improvement of Parking Area near PPS (Concreting of Parking Area with Curbs and Gutter)**

- Earthworks
- Sub-grade Preparation
- Concrete Pavement
- Carpentry Works
- Miscellaneous Structure

After giving an overview of the projects, Dr. MA Nuestro presented and discussed the matters relative to the Revised 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 *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	<b>July 6, 2021</b> Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	<b>July 15, 2021; 3:00 pm</b> Guard House, Gate II Cavite State University, Indang, Cavite
OPENING OF BIDS	<b>July 19, 2021</b> Function Hall, International House II, Cavite State University, Indang, Cavite  9:30 am – Rehabilitation of Comfort Rooms at CvSU Carmona Campus  10:15 am – Improvement of Water Sports Facility for Sports Development and Local Tourism (Saluysoy Resort) – 2 <sup>nd</sup> Posting  11:00 am – Improvement of Parking Area near PPS (Concreting of Parking Area with Curbs and Gutter)

**Questions from Prospective Bidders**

The following concerns were raised:

- Is submission of Official Receipt of Renewal of PCAB License allowed instead of a valid PCAB License
  - A valid PCAB License should be submitted
- 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.
- For the project, Improvement of Water Sports Facility (2<sup>nd</sup> Posting), prospective bidders were advised to conduct another site inspection.
- Availability of the Minutes of the Meeting & Bid Bulletin (if any)
  - The Minutes of the Meeting & Bid Bulletin shall be posted in the PhilGEPS website and CvSU website. Said documents should be included in 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).
- Representative during Bidding
  - Only one (1) authorized company representative shall be allowed to attend the bidding conference and must present a proof of authorization.
- Template for Additional Documents for Key Personnel
  - The template for the following documents shall be provided:
    - Key Personnel's Certificate of Employment
    - Contractor's Letter-Certificate to Procuring Entity
    - Key Personnel Biodata

### **Special Instructions**

- 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. Answers to technical questions shall be posted as Bid Bulletin.
- On the detailed estimate, no lump sum offers shall be allowed.
- Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:22 pm.

Prepared by:

  
**ADELMARA F. RIVERA**  
BAC Secretary

Reviewed by:

  
**MICHELLE A. SANTOS**  
BAC Secretary

Approved by:

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