



**MINUTES OF THE VIRTUAL PRE-BIDDING CONFERENCE  
HELD VIA CISCO WEBEX ON NOVEMBER 11, 2021**

**Project Title:**

- 1) Repair and Improvement of Two Units Goat House
- 2) Improvement of Imus Campus (Construction of Covered Walk, Improvement of Covered Court, and Supply and Installation of Stainless Arch)
- 3) Improvement of Trece Campus (Construction of Perimeter Fence)

**Present were:**

Dr. Ma. Agnes P. Nuestro  
Engr. Orlando B. delos Reyes  
Dr. Pamela Iza C. Matic  
Dr. Ma. Cynthia R. dela Cruz  
Engr. Roslyn P. Peña  
Dr. Ammie P. Ferrer  
Engr. Efren R. Rocillo

Engr. Ronald P. Peña

Engr. Larry E. Rocela

Engr. Cene M. Bago

Arch. Elpidio N. Roderos, Jr.

Dr. Analita M. Magsino  
Dr. Marlon A. Mojica  
Prof. Noel A. Sedigo  
Ms. Michelle A. Santos  
Ms. Roselyn M. Maranan  
Ms. Adelma F. Rivera  
Mr. Edgar R. Dello, Jr.  
Ms. Rowelyn L. Martonito

- BAC Chair, Infrastructure Projects
- BAC 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 / Campus Administrator, CvSU Imus Campus
- End-user / Campus Administrator, CvSU Trece Campus
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- Procurement Staff

**Prospective Bidders**

Mr. Christian Evan C. Eleazar  
Mr. Rolito R. Dayaguit  
Ms. Aleta S. De Lara  
Ms. Belindia Fabilinia  
Mr. Reydan Victoriano  
Ms. Jhoyvie Nolasco  
Ms. Alyanna Marie D. Sioson

- Representative, Mac-Ximum 7 Construction
- Representative, Zudaki Construction and Trading
- Representative, A.C. De Lara Construction
- Representative, LB Spires Builders
- Representative, FirmBuilders, Inc.
- Representative, CS Ramos Construction
- Representative, Parametric Engineering & Construction

The pre-bidding conference for three (3) infrastructure projects of the university held via Cisco Webex on November 11, 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	SOURCE OF FUND	SIZE RANGE	CONTRACT DURATION
1) Repair and Improvement of Two Units Goat House	₱ 1,207,770.57	Fund 164, No CAF Yet, Short of Award	Small B	60 CD
2) Improvement of Imus Campus (Construction of Covered Walk, Improvement of Covered Court, and Supply and Installation of Stainless Arch)	₱ 1,336,118.36	Fund 164, No CAF Yet, Short of Award	Small B	45 CD
3) Improvement of Trece Campus (Construction of Perimeter Fence)	₱ 2,551,740.63	Fund 164, No CAF Yet, Short of Award	Small B	90 CD

Seven (7) prospective bidders, attended the pre-bid conference, namely:

1. Mac-Ximum 7 Construction
2. Zudaki Construction and Trading
3. A.C. De Lara Construction
4. LB Spires Builders
5. FirmBuilders, Inc.
6. CS Ramos Construction
7. Parametric Engineering & Construction

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. Repair and Improvement of Two Units Goat House**

- Dismantling and Chipping Works
- Concrete and Masonry Works
- Miscellaneous Works
- Carpentry Works
- Trusses and Roofing Works
- Plumbing Works
- Electrical Works

**B. Improvement of Imus Campus**

**I. Construction of Covered Walk**

- Earthworks
- Concrete and Masonry Works
- Trusses and Roofing Works
- Electrical Works
- Painting Works

**II. Improvement of Covered Court**

- Earthworks
- Concrete and Masonry Works
- Roofing Works
- Painting Works

**III. Supply and Installation of Stainless Arch**

- Supply and Installation of Two Units Stainless Arch with Signage
- Supply and Installation of Roofing at Guard House

**C. Improvement of Trece Campus (Construction of Perimeter Fence)**

- Earthworks
- Concrete & Masonry Works
- Miscellaneous Works

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>November 16, 2021</b> Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	<b>November 25, 2021; 3:00 pm</b> Guard House, Gate II Cavite State University, Indang, Cavite
OPENING OF BIDS	<b>December 2, 2021</b> University Chapel, Cavite State University, Indang, Cavite  9:00 am – Repair and Improvement of Two Units Goat House  09:45 am – Improvement of Imus Campus (Construction of Covered Walk, Improvement of Covered Court, and Supply and Installation of Stainless Arch)  10:30 am – Improvement of Trece Campus (Construction of Perimeter Fence)



## Questions from Prospective Bidders

The following concerns were raised:

- For Construction of Covered Walk:

Distance of pedestal:

- The distance of pedestal is every 4 meters as indicated on the Side Elevation Plan.

Lateral Frame:

- In between each column

- For Improvement of Covered Court:

Specific Work to Be Done:

- Includes Installation of Metal Cladding and Canopy (the plan shall be provided).

- For Supply and Installation of Stainless Arch:

Design of the Gate:

- The design is included in the plan.

- Site inspection

- Site inspection may be conducted any time after the pre-bidding conference. Prospective bidders were advised to conduct their site inspection from Monday to Thursday. Prospective bidders may coordinate with 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. The Certificate of Appearance shall be included in the Technical Documents (Envelope 1)

For Repair and Improvement of Two Units Goat House:

- Prospective bidders were advised to go directly to the Department of Animal Science and look for Dr. Cristina M. Ofo, the Department Chairperson.

- Health Protocols

- For Main Campus, company representatives who wish entry to CvSU must secure a health certification from their respective barangays or Rural Health Unit (RHU) and send their Request to Enter prior the date of visit.

- Disposal of Unusable Materials and Expenses for Temporary Comfort Rooms

- The contractor shall be responsible in the disposal of unusable materials, and for the cost of temporary comfort rooms.

## Special Instructions

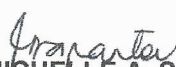
- In the event that there are discrepancies between the plan and scope of work, the scope of work shall prevail.
- All technical questions and clarifications regarding the project shall be entertained through the Secretariat, which may be sent via email, and shall be forwarded to the TWG. Answers to 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 3:25 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