



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

**MINUTES OF THE VIRTUAL PRE-BIDDING CONFERENCE  
 HELD VIA CISCO WEBEX ON FEBRUARY 10, 2022**

Project Title:

- 1) Construction of Fruits and Vegetable Processing Center – 2<sup>nd</sup> Posting
- 2) Construction of Covered Court with Stage at CvSU Carmona Campus
- 3) Completion of Bahay Alumni
- 4) Improvement of University Data Center
- 5) Improvement of Sports Facility
- 6) Painting and Miscellaneous Works for the Graduate School and Open Learning College Building

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
Arch. Elpidio N. Roderos, Jr.	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Dr. Eufemio G. Barcelon	- End-user / Representative, CAFENR
Ms. Rochelle Malabayabas	- End-user / Representative, CvSU Carmona Campus
Prof. Roderick M. Rupido	- End-user / Director, Alumni Affairs
Mr. Emerson C. Lascano	- End-user / Representative, UCC
Prof. Jazmin P. Cubillo	- End-user / Dean, CSPEAR
Dr. Rezin C. Bahia	- End-user / Dean, GS-OLC
Mr. Arturo L. Bago	- PPU, Engineering Assistant
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Adelma F. Rivera	- BAC Secretariat
Mr. Edgar R. Dello, Jr.	- BAC Secretariat
Ms. Rowelyn L. Martonito	- Procurement Staff

Prospective Bidders

Mr. Alejandro Quiapos	- Representative, Vistabuild Construction Services
Mr. Neil Ila	- Representative, Sportiva Enterprises
Mr. Reydan Victoriano	- Representative, FirmBuilders, Inc.
Mr. Alen Michael Centeno	- Representative, A.E. Centeno Construction
Ms. Girlie Ignacio	- Representative, Wilfredo M. David Builders & Construction
Mr. Jessie Caguimbal	- Representative, Astran Marketing & Gen. Contractor, Inc.
Mr. Marc De Mesa	- Representative, iLab Turnkey Industries, Inc.
Mr. Ruel T. Limbo	- Representative, A.V. Construction & Supply
Mr. Jasper Limbo	- Representative, JL Builders
Mr. Christian Evan C. Eleazar	- Representative, Mac-Ximum 7 Construction
Mr. Francis Jonathan F. Baltazar	- Representative, LCM Enterprises
Ms. Regina Sta. Maria	- Representative, Filcor Construction & Dev't Corp.
Mr. Olen Dael C. Lontoc	- Representative, Montadel Enterprises
Mr. Reynaldo Manahan	- Representative, Ronmark Construction
Mr. Senando M. Guinto	- Representative, Dalebo Construction & Gen. Msde
Mr. David Tejico	- Representative, Build @Worx Construction Corp.
Ms. Ray Anne T. Molina	- Representative, Marakesh Enterprises

The pre-bidding conference for six (6) infrastructure projects of the university held via Cisco Webex on February 10, 2022 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) Construction of Fruits and Vegetable Processing Center – 2 <sup>nd</sup> Posting	₱ 13,999,981.31	Fund 164 With Certificate of Availability of Funds	Small B	300 CD

2) Construction of Covered Court with Stage at CvSU Carmona Campus	₱ 11,971,611.35	Fund 164 With Certificate of Availability of Funds	Small B	180 CD
3) Completion of Bahay Alumni	₱ 7,593,737.17	Trust Fund, With Certificate of Availability of Funds	Small B	180 CD
4) Improvement of University Data Center	₱ 1,273,952.63	Fund 164, No CAF Yet, Short of Award	Small B	45 CD
5) Improvement of Sports Facility	₱ 1,755,087.95	Fund 164, No CAF Yet, Short of Award	Small B	45 CD
6) Painting and Miscellaneous Works for the Graduate School and Open Learning College Building	₱ 1,147,117.69	Fund 164, No CAF Yet, Short of Award	Small B	60 CD

Seventeen (17) prospective bidders, attended the pre-bid conference, namely:

- 1) VistaBuild Construction Services
- 2) Sportiva Enterprises
- 3) FirmBuilders, Inc.
- 4) A.E. Centeno Construction
- 5) Wilfredo M. David Builders & Construction
- 6) Astran Marketing & Gen. Contractor, Inc.
- 7) iLab Turnkey Industries Inc.
- 8) A.V. Construction & Supply
- 9) JL Builders
- 10) Mac-Ximum 7 Construction
- 11) LCM Enterprises
- 12) Filcor Construction & Development Corp.
- 13) Montadel Enterprises
- 14) Ronmark Construction
- 15) Dalebo Construction & Gen. Msde
- 16) Build @ Worx Construction Corporation
- 17) Marakesh Enterprises

Dr. MAP 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 Fruits and Vegetable Processing Center – 2<sup>nd</sup> Posting**

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

**B. Construction of Covered Court with Stage at CvSU Carmona Campus**

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

**C. Completion of Bahay Alumni**

- Mobilization/Demobilization
- Earthworks
- Concrete Works
- Masonry Works
- Miscellaneous Works
- Trusses and Roofing Works
- Ceiling Installation
- Tile Installation
- Painting Works
- Electrical Works
- Plumbing Works
- Formworks

**D. Improvement of University Data Center**

- Miscellaneous Works
- Electrical Works
- Mechanical Works

**E. Improvement of Sports Facility**

- Earthworks
- Concrete and Masonry Works
- Miscellaneous Works
- Painting Works

**F. Painting and Miscellaneous Works for the Graduate School and Open Learning College Building**

- Miscellaneous Works
- Painting 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.

**Schedule of Activities**

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	<b>February 15, 2022</b> Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	<b>February 24, 2022; 3:00 pm</b> Guard House, Gate II Cavite State University, Indang, Cavite
OPENING OF BIDS	<b>February 28, 2022</b> University Chapel, Cavite State University, Indang, Cavite  09:00 am – Construction of Fruits and Vegetable Processing Center  09:45 am – Construction of Covered Court with Stage at CvSU Carmona Campus  10:30 am – Completion of Bahay Alumni  11:15 am – Improvement of University Data Center  01:00 pm – Improvement of Sports Facility  01:45 pm – Painting and Miscellaneous Works for the Graduate School and Open Learning College Building

**Questions from Prospective Bidders**

The following concerns were raised:

- Are contractors under Small B Category without similar experience allowed to participate in the bidding
  - Answer to the query will be posted through Bid Bulletin.
- Clarification on the General Rule that “No lump sum offers shall be allowed”
  - The general rule that “No lump sum offers shall be allowed” only applies to major items and does not apply to consumable items.
- 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)
  - The BAC Secretary shall provide the contact information of the end-user.
  - All company representatives shall be required to present their vaccination cards to the security personnel on duty prior to the entry to the University premises.
- Do previous bidders need to purchase the bidding documents for the 2<sup>nd</sup> posting of the project (For the project, Construction of Fruits and Vegetable Processing Center)
  - Bidders who participated in the 1<sup>st</sup> Posting of the project still needs to purchase the bidding documents for the 2<sup>nd</sup> Posting of project.
- Is submission of Expired Mayor’s Permit due to inability of the Local Government Unit (LGU) to accommodate the renewal of such permit, instead, the LGU extends the renewal of such permit.
  - Answer to the query will be posted through Bid Bulletin.

- Soft copy of the BOQ in excel
  - Only hardcopy of the BOQ which bear the sign of the BAC Chair shall be provided upon purchasing the Bidding Documents.
- For Key Personnel, is there a need to include both Master Electrician and Electrical Engineer?
  - Bidders may include both Master Electrician and Electrical Engineer, or either of the two key personnel will suffice.
- Availability of the Minutes of the Pre-bid Conference
  - The Minutes of Pre-bidding Conference shall be posted in the PhilGEPS and CvSU Website
- When will the CAF be available for projects which are Short of Award?
  - For projects which are Short of Award, the CAF will be available before the issuance of a Notice of Award.
- Inclusion of Bid Bulletin on the bid to be submitted
  - Succeeding bid bulletins should be included in the bid to be submitted.
- Format of the Detailed Estimate
  - The bidder may provide their own format for the detailed estimate.
- Capacity of the Concrete Mixer equipment requirement (For Carmona Campus project)
  - One (1) bagger mixer can be used, however, ready-mix concrete is preferred.
- Purchase and Issuance of Bidding Documents
  - Interested bidders shall be provided with hard copy of the bidding documents upon payment. Payment shall be made through the Cashier's Office of the university in Main Campus.
- Conduct of Bidding
  - The face to face bidding shall be conducted on February 28, 2022 at the University Chapel located in CvSU Main Campus.

#### **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.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 4:00 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





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**CHECKLIST OF BIDDING REQUIREMENTS**  
INFRASTRUCTURE PROJECTS / CIVIL WORKS

**ENVELOPE 1 – TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

**LEGAL DOCUMENTS**

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
or
- b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
and
- c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
and
- d. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**TECHNICAL DOCUMENTS**

- 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; and
- f. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;  
and
- g. Philippine Contractors Accreditation Board PCAB License;  
or  
Special PCAB License in case of Joint Ventures;  
and registration for the type and cost of the contract to be bid; and
- h. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
or  
Original copy of Notarized Bid Securing Declaration; and
- i. Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (e.g. Project Manager, Project Engineers, Materials Engineers, and Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- j. Original duly signed Omnibus Sworn Statement (OSS); and  
If applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and
- k. Affidavit of Site Inspection and Certificate of Appearance.

**FINANCIAL DOCUMENTS**

- l. The prospective bidder's audited financial statements, showing, among others, the prospective bidders' 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; and
- m. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

- n. If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;  
or  
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.

**ENVELOPE 2 – FINANCIAL COMPONENT ENVELOPE**

- a. Original of duly signed and accomplished Financial Bid Form; and
- b. Original duly signed Bid Prices in the Bill of Quantities; and
- c. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in the coming up with the Bid; and
- d. Duly Signed Cash Flow by Quarter; and
- e. Minutes of the Pre-bidding Conference and Supplemental/Bid Bulletin.





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**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. No lump sum offers shall be allowed.
- 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.