



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 APRIL 21, 2022**

Project Title:

- 1) Improvement of University Data Center – 2<sup>nd</sup> Posting
- 2) Renovation of Marcos Type Building (HEVTED – West Building)
- 3) Construction of Faculty Housing
- 4) Construction of Four-Storey Dormitory Phase 1
- 5) Construction of General Education Building Phase 1
- 6) Construction of Fruits and Vegetable Processing Center (Negotiated Procurement – Two-Failed Biddings)

Present were:

Engr. Orlando B. delos Reyes  
 Dr. Famela 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. Eufemio G. Barcelon  
 Ms. Sharon M. Isip  
 Prof. Danielito R. Escaño  
 Ms. Michelle A. Santos  
 Ms. Adelma F. Rivera  
 Mr. Edgar R. Dello, Jr.  
 Ms. Rowelyn L. Martonito

- 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 / Representative, CAFENR
- End-user / Dean, OSAS
- End-user / Director, PPS
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- Procurement Staff

Prospective Bidders

Mr. Peter Dimaricut  
 Mr. Edward Zymon Gavin

Mr. Jason Qua  
 Mr. Christian Evan C. Eleazar  
 Ms. Regina Sta. Maria  
 Ms. Aleta S. de Lara  
 Ms. Patricia Aluberia  
 Mr. Ariel Martin  
 Mr. Remigio Castillo, Jr.  
 Mr. Pepito Lobrigo  
 Ms. Michelle Oligario

- Representative, Ayson P. D. Construction
- Representative, S.M. Castro Management and Construction Services
- Representative, Alphagold Corporation
- Representative, Mac-Ximum 7 Construction
- Representative, Filcor Construction & Development. Corp.
- Representative, A.C. De Lara Construction
- Representative, Rosslance Construction and Development
- Representative, Rosslance Construction and Development
- Representative, Vistabuild Construction Services
- Representative, RSP Lim Construction Co. Inc.
- Representative, RSP Lim Construction Co. Inc.

The pre-bidding conference for six (6) infrastructure projects of the university held via Cisco Webex on April 21, 2022 was called to order at 1:00 pm, and was presided by Engr. Orlando B. delos Reyes, Vice Chair of BAC for Infrastructure Projects.

The projects are as follows:

PROJECT TITLE	ABC	SOURCE OF FUND	CONTRACT DURATION
1) Improvement of University Data Center – 2 <sup>nd</sup> Posting	₱ 1,273,952.63	Fund 164	45 CD
2) Renovation of Marcos Type Building (HEVTED – West Building)	₱ 6,796,972.28	Fund 164	240 CD
3) Construction of Faculty Housing	₱ 7,936,125.80	Fund 164	120 CD

4) Construction of Four-Storey Dormitory Phase 1	₱ 10,000,000.00	Fund 101	240 CD
5) Construction of General Education Building Phase 1	₱ 14,995,247.08	Fund 164	210 CD
6) Construction of Fruits and Vegetable Processing Center (Negotiated Procurement – Two-Failed Biddings)	₱ 13,999,981.31	Fund 164	300 CD

Nine (9) prospective bidders, attended the pre-bid conference, namely:

- 1) Ayson P. D. Construction
- 2) S.M. Castro Management and Construction Services
- 3) Alphagold Corporation
- 4) Mac-Ximum 7 Construction
- 5) Filcor Construction & Development. Corp.
- 6) A.C. De Lara Construction
- 7) Rossllance Construction and Development
- 8) Vistabuild Construction Services
- 9) RSP Lim Construction Co. Inc.

Engr. OB delos Reyes 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 University Data Center – 2<sup>nd</sup> Posting**

- Miscellaneous Works
- Electrical Works
- Mechanical Works

**B. Renovation of Marcos Type Building (HEVTED – West Building)**

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

**C. Construction of Faculty Housing**

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

**D. Construction of Four-Storey Dormitory Phase 1**

- Earthworks
- Concrete Works
- Masonry/Tile Works
- Miscellaneous Works
- Carpentry Works
- Plumbing Works
- Electrical Works
- Painting Works

**E. Construction of General Education Building Phase 1**

- Earthworks
- Concrete Works
- Masonry Works
- Tile Works
- Carpentry Works
- Miscellaneous Works
- Electrical Works
- Plumbing Works

**F. Construction of Fruits and Vegetable Processing Center (Negotiated Procurement – Two-Failed Biddings)**

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

After giving an overview of the projects, Engr. OB delos Reyes presented and discussed the matters relative to the Updated Checklist of Bidding Requirements the prospective bidders shall prepare and submit.



The General Rules and GPPB Issuances, specifically, GPPB Resolution No. 09-2020 were also discussed.

*(See attached Updated Checklist of Bidding Requirements and General Rules)*

#### **Post-qualification Documents**

- BIR Registration Certificate
- Registration Certificate from SEC/DTI/CDA
- Mayor's Permit
- Tax Clearance
- S-Curve and PERT CPM
- Construction Safety and Health Program

#### **Questions from Prospective Bidders**

The following concerns were raised:

- 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 must secure a Certificate of Appearance from the end-user which serves as proof that they have conducted a site inspection.
  - The BAC Secretary shall provide the contact information for the site inspection.
- Format of the Detailed Estimate
  - There is no prescribed format for the detailed estimate. However, lump sum offers shall not be allowed on the detailed estimate.
- Amount on the BOQ
  - Amount on the BOQ shall be in lot, the details shall be checked on the detailed estimate.
- Building Permits
  - The university will secure the building permit.
- Temporary Facility for Bunkhouse/Water and Electricity
  - Temporary bunkhouses shall be constructed within the site.
  - May use blue sack as temporary partition as long as the area is enclosed.
  - Connection for water and electricity is allowed, contractor to be billed by the university
- Electrical Engineer and Master Electrician (For key personnel requirement)
  - Submission of either Electrical Engineer or Master Electrician will suffice. May also be submitted as one person.
- Can equivalent brand of materials may be submitted
  - Yes, equivalent brand may be submitted
- Model of utility vehicle (For equipment requirement)
  - Functioning utility vehicle
- Capacity of concrete mixer (For equipment requirement)
  - Job mix concrete is allowed (1 or 2 bagger) provided the strength of concrete is attained. (3,500 psi)
- Concrete Sample for Testing
  - Need to provide to verify the strength

#### **Renovation of Marcos Type Building (HEVTED – West Building)**

- Sizes of base plates and anchor bolts to be used
  - *To be posted as bid bulletin*
- Is demolition of the building included in the scope of work
  - No, demolition is not included, only renovation and repair works.

#### **Construction of Faculty Housing**

- Size of lintel beams
  - *To be included in the bid bulletin*

- Modular cabinets
  - Modular cabinets are not included in the scope of work.
- Quantity of Electrical Lights in the Scope of Work vs Plan
  - *To be included in the bid bulletin*
- Service entrance post
  - One service entrance post per unit (individual meter-based)
- For Storm Drainage, 6-inch Reinforced Concrete Pipe (RCP)
  - *To be included in the bid bulletin*
- Type of tile/bricks of corner window
  - Sample must be submitted to the end-user for approval with first class quality.
  - *To be included in the bid bulletin.*
- Number of Housing Units
  - The project consists of eight (8) housing units, four (4) duplex
- Outlets for ACU
  - ACU outlet shall be provided, ACU unit not included

#### **Construction of Four-Storey Dormitory Phase 1**

- Soft copy of high-resolution plan
  - To be uploaded in the website

#### **Construction of General Education Building Phase 1**

- Existing structure to be demolished
  - All existing structures within the area of the building to be constructed shall be demolished
- Ceramic colored tiles shall be installed only at ground floor.

### **Special Instructions**

- In the event that there are discrepancies between the scope of work and plans, the scope of work shall prevail. (*In consultation with the inspector and end-user*).
- Engineers should have an updated/active license. Submission of inactive license shall be a ground for disqualification.
- All new constructions should have an electric meter. (*To be included in the bid bulletin*)
- Affidavit of Site Inspection and Certificate of Appearance shall be included in the bid to be submitted.
- 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.

### **Purchase of Bidding Documents**

- Payment shall be made through the Cashier's Office of the university in Main Campus or through Landbank Link.BizPortal.

PROJECT TITLE	COST OF BIDS DOCS
1) Improvement of University Data Center – 2 <sup>nd</sup> Posting	₱ 5,000.00
2) Renovation of Marcos Type Building (HEVTED – West Building)	₱ 10,000.00
3) Construction of Faculty Housing	₱ 10,000.00
4) Construction of Four-Storey Dormitory Phase 1	₱ 10,000.00
5) Construction of General Education Building Phase 1	₱ 25,000.00
6) Construction of Fruits and Vegetable Processing Center (Negotiated Procurement – Two-Failed Biddings)	₱ 25,000.00

### **Sealing and Marking of Envelopes**

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.

*All envelopes must be **sealed and signed**.*

### **Schedule of Activities**

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	<b>April 26, 2022</b> Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	<b>May 5, 2022; 12:00 noon</b> BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	<b>May 5, 2022</b> Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite  01:00 pm – Improvement of University Data Center – 2 <sup>nd</sup> Posting  01:45 pm – Renovation of Marcos Type Building (HEVTED – West Building)  02:30 pm – Construction of Faculty Housing  03:15 am – Construction of Four-Storey Dormitory Phase 1  04:00 pm – Construction of General Education Building Phase 1  04:45 pm – Construction of Fruits and Vegetable Processing Center (Negotiated Procurement – Two-Failed Biddings)

- The bidding conference will be conducted through face to face.
- Only one (1) representative will be allowed to attend the opening of bids.
- **Late bids shall not be accepted.**

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:20 pm.

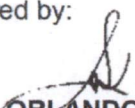
Prepared by:

  
**ADELMA F. RIVERA**  
BAC Secretary

Reviewed by:

  
**MICHELLE A. SANTOS**  
BAC Secretary

Approved by:

  
**ENGR. ORLANDO B. DELOS REYES**  
Vice 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);

**TECHNICAL DOCUMENTS**

- b. 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**
- c. 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**
- d. 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**
- e. 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**
- f. 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**
- g. 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**
- h. Affidavit of Site Inspection and Certificate of Appearance.

**FINANCIAL DOCUMENTS**

- i. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class “B” Documents**

- j. 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**

- k. Original of duly signed and accomplished Financial Bid Form; **and**
- l. Original duly signed Bid Prices in the Bill of Quantities; **and**
- m. 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**
- n. Cash Flow by Quarter; **and**
- o. 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.