



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite, Philippines
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**MINUTES OF THE PRE-BIDDING CONFERENCE HELD ON MAY 25, 2022
 AT FUNCTION HALL, INTERNATIONAL HOUSE 1, CAVITE STATE
 UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Bacoor Campus (Supply and Installation of Steel Doors)
- 2) Improvement of University Library (Removal and Replacement of Floor Tiles at Ground Floor)
- 3) Renovation of University Museum
- 4) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles)
- 5) Completion of Bahay Alumni – 2nd Posting
- 6) Construction of Covered Court with Stage at CvSU Carmona Campus – 2nd Posting

Present were:

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
Ms. Ma. Theresa V. Leong	- End-user / Representative, Bacoor Campus
Ms. Princess N. Roderno	- End-user / Head, University Library
Prof. Ma. Veronica P. Peñaflorida	- End-user / Representative, CAS
Prof. Armi Grace B. Desingañon	- End-user / Representative, CAS
Mr. Phillip B. Pelle	- End-user / Representative, Coffee Processing Center
Prof. Roderick M. Rupido	- End-user / Director, Alumni Affairs
Prof. Cristina M. Signo	- End-user / Campus Administrator, Carmona Campus
Ms. Diana H. Cortez	- End-user / Representative, Carmona Campus
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

Ms. Maricris Maz	- Representative, Bordeaux Builders
Mr. Garyl Nunio S. Saavedra	- Representative, Zambopen Construction
Mr. Jesus J. Saavedra	- Representative, Zambopen Construction
Mr. Yiu Marciano	- Representative, YMY Engineering Services
Mr. Christian Evan C. Eleazar	- Representative, Mac-Ximum 7 Construction

The pre-bidding conference for six (6) infrastructure projects of the university held at Function Hall, International House 1 on May 25, 2022 was called to order at 9:15 am, 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 Bacoor Campus (Supply and Installation of Steel Doors)	₱ 999,980.80	Fund 164	30 CD
2) Improvement of University Library (Removal and Replacement of Tiles at Ground Floor)	₱ 1,290,420.00	Fund 101	90 CD
3) Renovation of University Museum	₱ 1,364,277.66	Fund 164	60 CD
4) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles)	₱ 2,709,138.78	Fund 101	60 CD

5) Completion of Bahay Alumni – 2 nd Posting	₱ 7,593,737.17	Trust Fund	180 CD
6) Construction of Covered Court with Stage at CvSU Carmona Campus – 2 nd Posting	₱ 11,971,611.35	Fund 164	180 CD

Four (4) prospective bidders, attended the pre-bid conference, namely:

- 1) Bordeaux Builders
- 2) Zambo Pen Construction
- 3) YMYM Engineering Services
- 4) Mac-Ximum 7 Construction

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 Bacoor Campus (Supply and Installation of Steel Doors)

- Dismantling Works
- Miscellaneous Works
- Masonry Works

B. Improvement of University Library (Removal and Replacement of Floor Tiles at Ground Floor)

- Dismantling Works
- Tile Works

C. Renovation of University Museum

- Dismantling & Chipping Works
- Masonry Works
- Carpentry Works
- Miscellaneous Works
- Electrical Works
- Painting Works

D. Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles)

- Clearing, Dismantling and Earthworks
- Tile Works
- Miscellaneous Works
- Roofing Works
- Electrical and Plumbing Works

E. Completion of Bahay Alumni – 2nd Posting

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

F. Construction of Covered Court with Stage at CvSU Carmona Campus

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

(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
- Audited Financial Statement

Queries/Clarifications & Other Concerns:

Improvement of Bacoor Campus (Supply and Installation of Steel Doors)

- The project includes supply and installation of sixty (60) steel doors (1st floor to 3rd floor)

- Heavy duty door knob must be used

Improvement of University Library (Removal and Replacement of Floor Tiles at Ground Floor)

Total area of ground floor of university library

- Approximately 21 x 35 meters (*To be included in the bid bulletin*)

For verification if Comfort Rooms are included in the scope of work

- *To be posted as Bid Bulletin*

Specific tiles to be used

- Homogeneous ceramic floor tiles shall be used. Preferably local brand.
- Consult the end-user for color preference of tiles. Samples should be presented to the end-user.

Renovation of University Museum

- The structure has no existing ceiling
- Extra care must be observed during the renovation to avoid any damage to museum items.

Completion of Bahay Alumni

- There is an existing structure.
- There is a revision in the design. Necessary adjustments for doors and windows shall applied.
- Electric meter should be installed.

Construction of Covered Court with Stage at CvSU Carmona Campus – 2nd Posting

- The contractor shall process the electrical permit.
- Installation of service entrance and meter base is included.

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.

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.

Construction Safety and Health Program

- The Construction and Safety Health Program of the Contractor to be submitted in the bidding procedure must be certified by its President/Owner. DOLE approved CSHP may be requested from the winning bidder.

Contractors are requested to practice the use of Personal Protective Equipment (PPE). The Safety Officer should monitor if the safety and health programs are followed.

Special Instructions

- In the event that discrepancies between the scope of work and plans occur, generally, the scope of work shall prevail. (*In consultation with the inspector and end-user*).
- For any discrepancy or clarification always consult the project inspector and end-user.
- Affidavit of Site Inspection and Certificate of Appearance shall be included in the bid to be submitted.
- On the detailed estimate, no lumpsum offers shall be allowed.
- 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.
- Prospective bidders are advised to use readable font sizes.
- Workers should wear ID's and have uniforms for proper identification, and should avoid roaming around the university.

Purchase of Bidding Documents

- Payment shall be made through the Cashier's Office of the university in Main Campus

PROJECT TITLE	COST OF BIDS DOCS
1) Improvement of Bacoor Campus (Supply and Installation of Steel Doors)	₱ 1,000.00
2) Improvement of University Library (Removal and Replacement of Tiles at Ground Floor)	₱ 5,000.00

3) Renovation of University Museum	₱ 5,000.00
4) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles)	₱ 5,000.00
5) Completion of Bahay Alumni – 2 nd Posting	₱ 10,000.00
6) Construction of Covered Court with Stage at CvSU Carmona Campus – 2 nd Posting	₱ 25,000.00

Sealing and Marking of Envelopes

Documents to be submitted should be arranged accordingly based on the Checklist of Bidding Requirements (**with corresponding ear tabs – all copies**).

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	June 1, 2022 Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	June 15, 2022; 12:00 noon BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	June 15, 2022 Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite 01:00 pm – Improvement of Bacoor Campus (Supply and Installation of Steel Doors) 01:45 pm – Improvement of University Library (Removal and Replacement of Floor Tiles at Ground Floor) 02:30 pm – Renovation of University Museum 03:15 pm – Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) 04:00 pm – Completion of Bahay Alumni – 2 nd Posting 04:45 pm – Construction of Covered Court with Stage at CvSU Carmona Campus – 2 nd Posting

- 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 10:50 am.

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