



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 PRE-BIDDING CONFERENCE HELD ON AUGUST 2, 2022
AT FUNCTION HALL, HOSTEL TROPICANA, CAVITE STATE
UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Bacoor Campus (Supply and Installation of Doors) – 2nd Posting
- 2) Renovation of University Museum – 2nd Posting
- 3) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) – 2nd Posting
- 4) Repair and Improvement of Gymnasium – 2nd Posting
- 5) Improvement of Electrical System of Gymnasium – 2nd Posting
- 6) Repair and Improvement of Lower Level of Grandstand
- 7) Improvement of University Plaza (Phase 1)

Present were:

Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
Engr. Roslyn P. Peña	- Member
Dr. Ammie P. Ferrer	- Member
Dr. Famela Iza C. Matic	- 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. 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
Mr. Zannie I. Gamuyao	- End-user / Representative, Bacoor Campus
Mr. Philip B. Pelle	- End-user / Representative, Coffee Processing Center
Prof. Jazmin P. Cubillo	- End-user / Dean, CSPEAR
Prof. Ana Liza R. Mojia	- End-user / Director, Sports
Mr. Kevin A. Ylanan	- End-user / Representative, Sports
Mr. Arturo L. Bago	- PPU Engineering Assistant
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Adelma F. Rivera	- BAC Secretariat

Prospective Bidders

Mr. James Leslie	- Representative, Vistabuild Construction Services
Mr. Nheil Guevarra	- Representative, Vistabuild Construction Services
Mr. Kerwin Jan Asuncion	- Representative, TAM Construction & Supply
Ms. Remylou Shane de Asis	- Representative, TAM Construction & Supply
Ms. Arielen D. Ramos	- Representative, A.C. De Lara Construction
Ms. Kim Deneill Monzon	- Representative, Trendstek Construction
Mr. Mark Joseph Ysula	- PCSI – Power and Controls Specialist, Inc.
Mr. Edwin Pasco	- 480 Builders

The pre-bidding conference for seven (7) infrastructure projects of the university held at Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite on August 2, 2022 was called to order at 9:30 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) – 2 nd Posting	₱ 999,980.80	Fund 164	30 CD
2) Renovation of University Museum – 2 nd Posting	₱ 1,364,277.66	Fund 164	60 CD
3) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) – 2 nd Posting	₱ 2,709,138.78	Fund 101	60 CD
4) Repair and Improvement of Gymnasium – 2 nd Posting	₱ 5,052,734.82	Fund 164	90 CD

5) Improvement of Electrical System of Gymnasium – 2 nd Posting	₱ 6,679,467.31	Fund 164	60 CD
6) Repair and Improvement of Lower Level of Grandstand	₱ 1,011,658.63	Fund 101	45 CD
7) Improvement of University Plaza (Phase 1)	₱ 1,773,530.17	Fund 164	60 CD

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) – 2nd Posting**
 - Dismantling Works
 - Miscellaneous Works
 - Masonry Works
- B. Renovation of University Museum – 2nd Posting**
 - Dismantling & Chipping Works
 - Masonry Works
 - Carpentry Works
 - Miscellaneous Works
 - Electrical Works
 - Painting Works
- C. Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) – 2nd Posting**
 - Clearing, Dismantling and Earthworks
 - Tile Works
 - Miscellaneous Works
 - Roofing Works
 - Electrical and Plumbing Works
- D. Repair and Improvement of Gymnasium – 2nd Posting**
 - Earthworks
 - Concrete, Masonry, and Tile Works
 - Miscellaneous Works
 - Carpentry Works
 - Plumbing Works
- E. Improvement of Electrical System of Gymnasium – 2nd Posting**
 - Electrical Works
- F. Repair and Improvement of Lower Level of Grandstand**
 - Mobilization
 - Dismantling and Chipping Works
 - Tile Works
 - Miscellaneous Works
 - Electrical Works
 - Plumbing Works
- G. Improvement of University Plaza (Phase 1)**
 - Earthworks
 - Concrete/Masonry Works
 - Miscellaneous Works
 - Electrical 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
- ITR and Audited Financial Statement

Key Personnel and Equipment Requirements

- *as indicated in the Bidding Documents*

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

Improvement of Bacoor Campus (Supply and Installation of Steel Doors) – 2nd Posting

- The project includes supply and installation of sixty (60) steel doors (1st floor to 3rd floor)
- Opening of doors shall be outward as per CHED standards.

Renovation of Museum

- Extra care should be observed during the renovation to prevent any damage to museum items.

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

- For roofing works, only the roofing shall be replaced, trusses not included.
- The roofing is sandwich panel type (*Alternative specification to be posted as Bid Bulletin*)
- Waterproofing for gutter shall be included (*to be included in the Bid Bulletin*)
- Consult the end-user for color preference of tiles.

Repair and Improvement of Gymnasium

- Protective mat should be provided to prevent any damage on the gym's flooring
- Size of septic tank (*to be posted as Bid Bulletin*)
- Plan for PWD ramp, water line & sewer line (*to be posted as Bid Bulletin*)
- Provide retouching works to all parts of the building affected by the repair.
- Temporary site enclosure should be installed to enclose the workplace
- Construction of temporary barracks is allowed

Improvement of Electrical System of Gymnasium

- Includes supply and installation of three-units brand-new transformer (three-phase)
- A certification should be provided that the transformer to be installed is brand-new.
- Testing and commissioning are also included. A certification should also be provided.
- Locally made enclosures may be accepted, but of best quality.

Repair and Improvement of Lower Level of Grandstand

- Septic tank siphoning – 4 units
- Provide retouching works to all parts of the building affected by the repair.

Improvement of University Plaza (Phase 1)

- Additional soil filling is included (12 dump trucks)
- Concrete works include walkway, footing, column, wall footing, side walk and benches.

List of Equipment Supporting Documents

- Certification, Deed of Sale (no need to notarize)

Key Personnel

The following must be included on the list of Key Personnel

- Certified Safety Officer
- Registered Master Electrician/Registered Electrical Engineer (For projects with electrical works)

Working Hours

- Working hours (day/night) should be coordinated

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.
- Workers should wear ID's and have uniforms for proper identification, use PPE, and should prevent themselves from 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) – 2 nd Posting	₱ 1,000.00
2) Renovation of University Museum – 2 nd Posting	₱ 5,000.00
3) Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) – 2 nd Posting	₱ 5,000.00
4) Repair and Improvement of Gymnasium – 2 nd Posting	₱ 10,000.00
5) Improvement of Electrical System of Gymnasium – 2 nd Posting	₱ 10,000.00
6) Repair and Improvement of Lower Level of Grandstand	₱ 5,000.00

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	August 8, 2022 Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	August 16, 2022; 9:00 am BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	August 16, 2022 Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite 10:00 am – Improvement of Bacoor Campus (Supply and Installation of Steel Doors) – 2 nd Posting 10:30 am – Renovation of University Museum – 2 nd Posting 11:00 am – Repair and Improvement of Coffee Processing (Replacement of Roofing & Installation of Tiles) – 2 nd Posting 1:00 pm – Repair and Improvement of Gymnasium – 2 nd Posting 1:30 pm – Improvement of Electrical System of Gymnasium – 2 nd Posting 2:00 pm – Repair and Improvement of Lower Level of Grandstand 2:30 pm – Improvement of University Plaza (Phase 1)

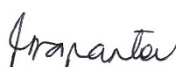
- The bidding conference will be conducted through face to face.
- Only one (1) representative will be allowed to attend the opening of bids.
- **Late bids shall not be accepted.**

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 11:25 am.

Prepared by:


ADELMA F. RIVERA
BAC Secretary

Reviewed by:


MICHELLE A. SANTOS
BAC Secretary

Approved by:


ENGR. ORLANDO S. 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.