



**MINUTES OF THE PRE-BIDDING CONFERENCE HELD ON SEPTEMBER 22, 2022
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Construction of Faculty Housing – 2nd Posting
- 2) Construction of Retaining Wall and Shower Room at Saluysoy Resort
- 3) Repair and Improvement of Kitchen and Food Delivery Area at Hostel Tropicana

Present were:

Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
Engr. Roslyn P. Peña	- Member
Dr. Ma. Cynthia R. dela Cruz	- Member
Dr. Ammie P. Ferrer	- Member
Engr. Efren R. Rocillo	- TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Larry E. Rocela	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ronald P. Peña	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Gene 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. Arturo L. Bago	- PPU, Engineering Assistant
Prof. Danielito R. Escaño	- End-user / Director, PPS
Mr. Kevin Ylanan	- End-user / Representative, Sports
Ms. Rhea A. Blaquera	- End-user / Representative, Hostel
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Adelma F. Rivera	- BAC Secretariat
Ms. Vernalyn M. Abapo	- BAC Secretariat
Ms. Rowelyn L. Martonito	- Procurement Staff

Prospective Bidders

Mr. James Leslie	- Representative, Vistabuild Construction Services
Mr. Alexander Manalo	- Representative, A.C. De Lara Construction
Mr. Alfie F. Napoles	- Representative, Alnap Construction & Engineering
Mr. Christian Eleazar	- Representative, Mac-Ximum 7 Construction
Mr. Bernie Tuazon	- Representative, Speedex Construction & Dev't Corp.
Mr. Ronald Imperio	- Representative, Speedex Construction & Dev't Corp.
Ms. Lea D. Carel	- Representative, R.A. Del Rosario Construction
Mr. Edward Abendaño III	- Representative, EdMain Construction
Mr. Paul John Guevara	- Representative, RB Soriano Construction

The pre-bidding conference for three (3) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on September 22, 2022 was called to order at 3:00 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) Construction of Faculty Housing – 2 nd Posting	₱ 7,936,125.80	Fund 164	120 CD
2) Construction of Retaining Wall and Shower Room at Saluysoy Resort	₱ 1,599,624.84	Fund 101	60 CD
3) Repair and Improvement of Kitchen and Food Delivery Area at Hostel Tropicana	₱ 1,729,594.21	Fund 164	105 CD

Engr. OB delos Reyes started the conference by acknowledging the presence of the BAC, TWG, Secretariat, End-user and prospective bidders.

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. Construction of Faculty Housing – 2nd Posting

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

B. Construction of Retaining Wall and Shower Room at Saluysoy Resort

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

C. Repair and Improvement of Kitchen and Food Delivery Area at Hostel Tropicana

- Earthworks
- Formworks
- Concrete and Masonry Works
- Tile Works
- Carpentry Works
- Plumbing Works
- Electrical Works
- Steel, Trusses and Roofing Works
- Painting Works
- Door and Windows

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:

Construction of Faculty Housing – 2nd Posting

- The project involves construction of four (4) units duplex houses, that are suited for 8 occupants.
- The duplex houses are adjacent in location

Construction of Retaining Wall and Shower Room at Saluysoy Resort

- CEE purlins 2" x 4"
- Fascia board 2" x 6"

BOQ and Detailed Estimate

- "No lump sum offers" shall apply to the detailed estimate. Consumable items like nails, grinder piece and the like may be presented in lot. However, structural details that are seen on the plan should be in detailed. Materials should be itemized.

- Entries on the Bill of Quantities (BOQ) shall be in lot based on the computed amount on the detailed estimate.

Key Personnel

- In cases of participation to two or more projects, the set of workers and foreman shall be different per project however, the set of engineers and equipment may be reused.
- On the Organization Chart, the names of the Key Personnel including the Foreman should be indicated. For the Laborers, no need to indicate the names.
- Qualifications of the Key Personnel and Foreman should be attached.
- Electrical Engineer/Master Electrician may be the same person.
- Licensed Civil Engineer may also be the Licensed Master Plumber and Licensed Master Electrician, provided that he/she is a holder of the three (3) licenses.

Price Escalation

- Subject to submission of the required documents based on RA 9184
- The university shall only recommend based on the documents submitted
- Requests for price escalation shall be approved by NEDA

Temporary Facility

- Bunkhouses may be constructed as temporary facility.

Tax

- Mandatory Taxes are deducted during billing

Building Permit

- No need to pay for the building permit

Utility Vehicle

- No particular vehicle requirement, functional and may be used in the delivery of materials

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).*
- Affidavit of Site Inspection and Certificate of Appearance shall be included in the bid to be submitted.
- Prospective bidders should submit the duly filled-out BOQ issued by the Committee, which bear the sign of the BAC Vice Chair.
- 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.
- The BAC/TWG conducts unannounced post-qualification, bidders should indicate their updated company address on the bid to be submitted including satellite offices, if any.
- During project implementation, a logbook of transaction should be maintained for documentary evidence of agreements.
- Workers should have uniforms for proper identification, avoid from roaming around the university and observe minimum health protocols.
- Drinking and smoking inside the campus are prohibited.
- Winning bidders should strictly follow the Construction Safety and Health Program set by the company.
- Performance of contractors in the university are evaluated which may serve as basis on their participation to future projects of 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) Construction of Faculty Housing – 2 nd Posting	₱ 10,000.00
2) Construction of Retaining Wall and Shower Room at Saluysoy Resort	₱ 5,000.00
3) Repair and Improvement of Kitchen and Food Delivery Area at Hostel Tropicana	₱ 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.

*For bidders' security, all envelopes must be **sealed and signed**. However, bid envelopes that are not properly sealed and marked shall be accepted provided that the bidder shall acknowledge such condition of the bid submitted.*

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	September 27, 2022 Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	October 6, 2022; 12:00 noon BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	October 6, 2022 Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite 3:00 pm – Construction of Faculty Housing – 2 nd Posting 3:30 pm – Construction of Retaining Wall and Shower Room at Saluysoy Resort 4:00 pm – Repair and Improvement of Kitchen and Food Delivery Area at Hostel Tropicana

- The bidding conference will be conducted through face to face.
- Only one (1) representative will be allowed to attend the opening of bids.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:45 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.