



**MINUTES OF THE PRE-BIDDING CONFERENCE HELD ON JANUARY 26, 2023  
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Bacoor Campus (Supply and Installation of Fire Protection) – 2nd Posting
- 2) Improvement of Electrical Power System -Trece Campus
- 3) Renovation of Birthing Home Facility
- 4) Construction of Multi-purpose Building at Tanza Campus
- 5) Repair and Improvement of International House II
- 6) Improvement of University Mall
- 7) Construction of Three-Storey Main Building for NCRDEC

Present were:

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
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
Dr. Famela Iza C. Matic	- 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. 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
Prof. Gil D. Ramos	- End-User/Administrator, Tanza Campus
Mr. Ryan Angelo Mojica	- End-User/Representative, Bacoor Campus
Mr. John Nicolas M. Panizales	- End-User/Representative, Trece Campus
Ms. Hydra Jane O. Pantilgan	- End-User/Representative, CON
Mr. Vernon C. Costa	- End-User/Representative, OBA
Engr. Gerry M. Castillo	- End-User/Director, NCRDEC
Ms. Michelle A. Santos	- Secretariat
Ms. Adelma F. Rivera	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Joanna G. Magtoto	- Procurement Staff

Prospective Bidders:

Mr. Aldween Go	- Representative, APSG Builders
Ms. Ma. Elisa Go	- Representative, Sulvir Engineering
Ms. Dianne May Almonte	- Representative, D.L. Cervantes Const. Corp.
Mr. Jose D. Cuyano, Jr.	- Representative, M. Lim, Dy Const.
Mr. Edward Zymon Gavino	- Representative, S.M. Castro Management & Construction Services
Mr. Arnel Curiba	- Representative, Trilex Builders
Mr. Mark Basas	- Representative, Trilex Builders
Ms. Mary Jane Basarte	- Representative, JMB Builders
Mr. Jeffrey Cuyano	- Representative, J.M. Maligaya Construction & Supply
Ms. Christine Moratillo	- Representative, Mchale Construction & Supply
Ms. Marjenel Dado	- Representative, 4 Dove Builders Construction
Mr. James Leslie	- Representative, Vistabuild Construction Services
Mr. Florencio Berenguel	- Representative, UACEC
Mr. Niño Abunda	- Representative, Ensa Builders
Mr. Cris Tungala	- Representative, AXL Builders & Construction Supplies
Mr. Ralph Trixie Liwanag	- Representative, Bicon Enterprises
Ms. Donalyn Cuyano	- Representative, WRC Construction and Gen. Merchandise
Mr. John Gabriel Serafico	- Representative, FDJ Integrated Construction
Mr. Jimmy Cuyano	- Representative, 3J Star Construction & Trading

Mr. Christian Eleazar  
Mr. Junty Tolentino

- Representative, Mac-Ximum 7 Construction  
- Representative, 3G Powerplus 2C Corporation

The pre-bidding conference for seven (7) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on January 26, 2023 was called to order at 9:10 am, 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	CONTRACT DURATION
1. Improvement of Bacoor Campus (Supply and Installation of Fire Protection) – 2nd Posting	₱ 1,562,414.00	Fund 164	120 CD
2. Improvement of Electrical Power System- Trece Campus	₱ 1,553,929.77	Fund 164	45 CD
3. Renovation of Birthing Home Facility	₱ 2,118,130.22	Fund 164	75 CD
4. Construction of Multi-Purpose Building at Tanza Campus	₱ 4,011,336.76	Fund 164	180 CD
5. Repair and Improvement of International House II	₱ 5,478,161.86	Fund 164	180 CD
6. Improvement of University Mall	₱ 6,777,234.56	Fund 164	150 CD
7. Construction of Three-Storey Main Building for NCRDEC	₱ 24,995,702.04	Fund 164	270 CD

Dr. MAP Nuestro started the conference by acknowledging the presence of the BAC, TWG, Secretariat, End-user and prospective bidders.

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. Improvement of Bacoor Campus (Supply and Installation of Fire Protection) – 2<sup>nd</sup> posting**

- Dismantling and Chipping Works
- Fire Protection Works

**B. Improvement of Electrical power System – Trece Campus**

- Mobilization
- Concrete Works
- Electrical Works

**C. Renovation of Birthing Home Facility**

- Mobilization
- Chipping & Dismantling Works
- Masonry Works
- Carpentry Works
- Miscellaneous Works
- Roofing Works
- Electrical Works
- Fire Protection Works
- Painting Works

**D. Construction of Multi-Purpose Building at Tanza Campus**

- Earthworks
- Concrete Works
- Masonry Works
- Miscellaneous Works
- Steel Trusses and Roofing
- Tile Works
- Ceiling Works
- Painting Works
- Electrical Works
- Plumbing Works
- Formworks

**E. Repair and Improvement of International House II**

- Site Clearing & Preparation
- Carpentry Works
- Masonry & Tile Works
- Plumbing Works
- Electrical Works
- Painting Works

**F. Improvement of University Mall**

- Mobilization/Demobilization
- Concrete Works
- Masonry Works
- Miscellaneous Works
- Steel Trusses & Roofing Works
- Ceiling Installation
- Tile Works
- Painting Works
- Electrical Works
- Plumbing Works

**G. Construction of Three-Storey Main Building for NCRDEC**

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

After giving an overview of the projects, Dr. MA Nuestro 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:**

**Contract Duration (Repair and Improvement of International House II)**

- The contract duration is 180 calendar days

**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.

**Purchased of Bidding Documents prior to Site Inspection**

- Prospective bidders may purchase the bidding documents prior to site inspection. However, prospective bidders are required to conduct the site inspection of the project they intend to participate.

**Preparation of Detailed Estimate**

- No lump sum offers shall apply to the detailed estimate.

### Site Inspection

- Prospective bidders are required to conduct the site inspection of the project they intend to participate and should secure a Certificate of Appearance from the end-user of the project.

### For NCRDEC project – job mix or ready mix

- Ready mix concrete

### For the project, Construction of Multi-purpose Building at Tanza Campus

- A Bid Bulletin shall be issued for the structural and electrical plan.

### **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 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.

### **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.

The mother envelope must be sealed and signed.

### **SCHEDULE OF ACTIVITIES**

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
<b>LAST DAY OF QUERIES</b>	<b>January 31, 2023</b> Contact information: (046) 862-0852/0933-155-3084 bacinfra@cvsu.edu.ph
<b>DEADLINE OF SUBMISSION OF BIDS</b>	<b>February 9, 2023; 9:00 am</b> BAC Office, Administration Building, Cavite State University, Indang, Cavite
<b>OPENING OF BIDS</b>	<b>February 9, 2023, 10:00 am</b> Function Hall, Hostel Tropicana, Cavite State University, Indang, Cavite  10:00 am – Improvement of Bacoor Campus (Supply and Installation of Fire Protection) – 2nd Posting  10:30 am – Improvement of Electrical Power System -Trece Campus  11:00 am – Renovation of Birthing Home Facility  11:30 am – Construction of Multi-Purpose Building at Tanza Campus

	1:00 pm – Repair and Improvement of International House II 1:30 pm – Improvement of University Mall 2:00 pm – Construction of Three-Storey Main Building for NCRDEC
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Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 10:40 am.


Prepared by:

  
**ADELMA F. RIVERA**  
BAC Secretary

Reviewed by:

  
**MICHELLE A. SANTOS**  
BAC Secretary

Approved by:

  
**MA. AGNES P. NUESTRO, Ph.D.**  
Chair, BAC for Infrastructure Projects



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Don Severino de las Alas Campus  
Indang, Cavite  
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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.