



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 889-6373
www.cvsu.edu.ph

**MINUTES OF THE PRE-BIDDING CONFERENCE HELD ON APRIL 4, 2023
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Electrical Power System at Trece Campus – 2nd Posting
- 2) Repair and Improvement of International House II – 2nd Posting

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
Mr. Ryan Janssen R. Sanchez	- Staff, Planning Office
Prof. Noel A. Sedigo	- End-User/Campus Administrator, Trece Campus
Mr. John Nicolas M. Panizales	- End-User/Representative, Trece Campus
Mr. Vernon C. Costa	- End-User/Director, OBA
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Joanna G. Magtoto	- Procurement Staff
Ms. Rowelyn Martonito	- Procurement Staff

Prospective Bidders:

Mr. Ahllan Apolonio	- Representative, AA Modern Builders
Ms. Jairhel Andrea Torre	- Representative, AA Modern Builders
Mr. Mark Edison Salgado	- Representative, AA Modern Builders
Mr. Maverick Bill Flor	- Representative, AA Modern Builders
Ms. Maria Victoria D. Teston	- Representative, Monbil Construction
Mr. Alexander S. Manalo	- Representative, A.C. De Lara Construction
Mr. Salvio Tolentino	- Representative, 3G Powerplus 2C Corporation
Mr. Christian Eleazar	- Representative, Maximum 7 Construction
Mr. Rolito R. Dayaguit	- Representative, Zudaki Construction
Mr. Florencio Berengue	- Representative, Letsi
Ms. Blessed Win Pabauya	- Representative, Focal Crest Builders
Mr. Alfredo Molina	- Representative, Molina Builders
Mr. Arnold Lasa	- Representative, Molina Builders

The pre-bidding conference for two (2) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on April 4, 2023 was called to order at 1:20 pm, 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 Electrical Power System- Trece Campus (2 nd Posting)	₱ 1,553,929.77	Fund 164	45 CD

2. Repair and Improvement of International House II (2 nd Posting)	₱ 5,842,928.32	Fund 164	180 CD
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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 Electrical power System – Trece Campus (2nd Posting)

- Mobilization
- Concrete Works
- Electrical Works

B. Repair and Improvement of International House II

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

Detailed Estimate

- There is no prescribed format for the detailed estimate. However, lump sum offers shall not be allowed on the detailed estimate.

Extent of No Lump Sum Offers on the Detailed Estimate

- All materials indicated in the scope of work should be presented in detailed, especially on electrical works.
- The number of quantities of materials should be computed. Units of measure may be used (ex. area or volume).
- Only consumable materials, like nails and the like, may be presented in lot.

Bill of Quantities

- Upon purchase of the bidding documents, hard copies of the bidding documents shall be issued to prospective bidders, including the BOQ which bear the sign of the BAC Chair/Vice Chair.
- A softcopy of the Bill of Quantities in pdf format is uploaded in the PhilGEPS and CvSU website which may be used as reference in coming up with the Bid.
- In the submission of bid, 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.

- The amounts on the BOQ may be handwritten or typewritten. Any erasures should be initialed by the authorized signatory.

Similar Project

- Similar project may be a private or government contract.

Key Personnel

- On the bid to be submitted, submission of either Registered Electrical Engineer or Registered Master Electrician will suffice.
- For supervision, Registered Electrical Engineer or Registered Master Electrician
- For testing certification during implementation, a Professional Electrical Engineer
- It can be considered when only one person is the Master Plumber and Master Electrician at the same time as long as his major duty is supervision of both fields.

Site Inspection, Certificate of Appearance and Affidavit of 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.
- An Affidavit of Site Inspection is also a must, as a proof that the bidder have conducted a site inspection and have verified the actual condition on site of the project they intend to participate.

Last day of queries

- The deadline of queries is on April 11, 2023. All queries should be submitted through email. Even though it is the Holy Week season, no extension will be granted because the secretariat will still be responding to emails even though it is a Holiday.

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.
- Prospective bidders were requested to adhere to the number of personnel required for the project to ensure that the project will be completed on time.

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.

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	April 11, 2023 Contact information: (046) 889-6373 / 0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	April 20, 2023; 12:00 nn BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	April 20, 2023, 1:00 pm S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 1:00 pm – Improvement of Electrical Power System at Trece Campus (2 nd Posting) 1:30 pm – Repair and Improvement of International House II (2 nd Posting)

Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 2:23 pm.

Prepared by:



VERNALYN M. ABAPO
BAC Secretary

Reviewed by:



MICHELLE A. SANTOS
BAC Secretary

Approved by:



MA. AGNES P. NUESTRO, Ph.D.
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.