



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 MAY 4, 2023  
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

**Project Title:**

- 1) Improvement of Silang Campus (Construction of Permanent Stage)
- 2) Repair and Improvement of Planning and IDO Office
- 3) Construction of SPRINT Training and Exhibit Hall
- 4) Improvement of Veterinary Medicine Complex (Construction of Retaining Wall)

**Present were:**

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
Dr. Famela Iza C. Matic	- Member
Dr. Ma. Cynthia R. Dela Cruz	- Member
Dr. Ammie P. Ferrer	- Member
Engr. Roslyn P. Peña	- 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. Henry Panganiban	- End-user / Representative, Silang Campus
Dr. Rezin C. Bahia	- End-user / Dean, CVMBS
Prof. Junser P. Magpantay	- End-user / Director, SPRINT
Mr. Jhon Laurence B. Herrera	- End-user / Staff, SPRINT
Engr. Juan N. Rodil	- Engineer, Planning Office
Engr. Jan Denniel B. Escaño	- Engineering Assistant, Planning Office
Mr. Arturo L. Bago	- Engineering Assistant, Planning Office
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Joanna G. Magtoto	- Procurement Staff

**Prospective Bidders:**

Ms. Maria Victoria D. Teston	- Representative, Monbil Construction and Supply
Mr. James Leslie	- Representative, 1Red Dragon Construction Services
Mr. Rolito R. Dayaguit	- Representative, Zudaki Construction and Trading
Mr. Michael Aranda	- Representative, R. Semilla Construction
Mr. Paul Mangahis	- Representative, I-Fix HCl
Mr. Christian Eleazar	- Representative, Mac-Ximum 7 Construction

The pre-bidding conference for four (4) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on May 4, 2023 was called to order at 9:18 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 Silang Campus (Construction of Permanent Stage)	₱ 3,510,982.39	Fund 164	150 CD
2. Repair and Improvement of Planning and IDO Office	₱ 4,996,923.68	Fund 164 (SUC Wide)	210 CD

PROJECT TITLE	ABC	SOURCE OF FUND	CONTRACT DURATION
3. Construction of SPRINT Training and Exhibit Hall	₱ 5,012,312.19	Fund 164 (SUC Wide)	180 CD
4. Improvement of Veterinary Complex (Construction of Retaining Wall)	₱ 5,082,700.22	Fund 164 (SUC Wide)	90 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 Silang Campus (Construction of Permanent Stage)**

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

**B. Repair and Improvement of Planning and IDO Office**

- Mobilization
- Concrete Works
- Masonry and Tile Works
- Carpentry Works
- Miscellaneous Works
- Trusses and Roofing Works
- Electrical Works
- Plumbing Works
- Fire Detection and Alarm System
- Painting Works
- Parking Area

**C. Construction of SPRINT Training and Exhibit Hall**

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

**D. Improvement of Veterinary Complex (Construction of Retaining Wall)**

- Earthworks
- Concrete and Carpentry Works

After giving an overview of the projects, Dr. MAP 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:

### Technical Questions

- During the conduct of site inspection, prospective bidders should note all technical questions and clarifications regarding the project and send it through the Secretariat via email, which shall be forwarded to the TWG.

## 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.
- The TWG advised the prospective bidders to prepare their detailed estimate based on the scope of works of the project and should provide the details of the items. Lump sum offers shall not be allowed on the detailed estimate. Moreover, it is advisable that the detailed estimates made by the quantity surveyor/estimator are checked by the respective engineers.
- All materials to be used on site shall be approved by the end-user and the inspector. Hence, specifically on colors/types of fixtures/materials, it is a must that these be checked/approved by the end-user and the concerned inspector.
- 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.

## 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 Silang Campus (Construction of Permanent Stage)	₱ 5,000.00
2) Repair and Improvement of Planning and IDO Office	₱ 5,000.00
3) Construction of SPRINT Training and Exhibit Hall	₱ 10,000.00
4) Improvement of Veterinary Medicine Complex (Construction of Retaining Wall)	₱ 10,000.00

## 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.

The mother envelope must be sealed and signed.


## SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	<b>May 9, 2023</b> Contact information: (046) 889-6373 0933-1553084 <a href="mailto:bacinfra@cvsu.edu.ph">bacinfra@cvsu.edu.ph</a>
DEADLINE OF SUBMISSION OF BIDS	<b>May 18, 2023; 12:00 noon</b> BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	<b>May 18, 2023, 1:00 pm</b> Lasap Hall, Administration Building, Cavite State University, Indang, Cavite  1:00 pm –Improvement of Silang Campus (Construction of Permanent Stage)  1:30 pm – Repair and Improvement of Planning and IDO Office  2:00 pm – Construction of SPRINT Training and Exhibit Hall  2:30 pm – Improvement of Veterinary Medicine Complex (Construction of Retaining Wall)

Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 10:34 am.


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.