



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 JUNE 15, 2023
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Renovation of Birthing Home Facility (2nd Posting)
- 2) Improvement of Electrical Power System of Naic Campus
- 3) Construction of Multi-Purpose Building at Tanza Campus
- 4) Repair and Improvement of Four-Storey Classroom at Silang Campus
- 5) Repair and Improvement of Planning and IDO Office (2nd Posting)
- 6) Renovation of Animal Science Building
- 7) Completion of Administration Building at Carmona Campus
- 8) Construction of College of Medicine Building

Present were:

Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
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
Prof. Merry Rose J. Olegario	- End-User/Department Chair, CON
Prof. John Xavier B. Nepomuceno	- End-User/Campus Administrator, Naic Campus
Prof. Romel Hinahon	- End-User/Staff, Naic Campus
Dr. Tita C. Lopez	- End-User/Campus Administrator, Tanza Campus
Mr. Henry Panganiban	- End-User/Staff, Silang Campus
Dr. Adolfo C. Manuel Jr.	- End-User/Dean, CAFENR
Prof. Cecille N. Basa	- End-User/Department Chair, CAFENR
Dr. Cristina M. Signo	- End-User/Campus Administrator, Carmona Campus
Engr. Jan Denniel B. Escaño	- Engineering Assistant, Planning Office
Mr. Arturo L. Bago	- Engineering Assistant, Planning Office
Ms. Estrella Q. Resurreccion	- COA
Ms. Karen J. Pole	- COA
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Joanna G. Magtoto	- Procurement Staff

Prospective Bidders:

Mr. Florencio Berenguel	- Representative, Lead Core Tech
Mr. Analyn Avenilla	- Representative, United One
Mr. Arnold B. Mendoza	- Representative, I-Fix HCI
Mr. Rico B. Caguingin	- Representative, Red Car Corporation
Ms. Venice Molina	- Representative, Mac-Ximum 7 Construction
Ms. Almira Cui	- Representative, Mac-Ximum 7 Construction
Mr. Kim Angelo S. Aromin	- Representative, Formula Builders Company
Ms. Trixie Liwanag	- Representative, Bicon Enterprises
Ms. Juvelle Piedragosa	- Representative, Dezmar Construction and Development
Mr. Hans Christopher L. Ilagan	- Representative, Dezmar Construction and Development
Ms. Mavic Teston	- Representative, Monbil Construction
Mr. Mark Wilson Ordinaro	- Representative, GACI
Mr. Cymon Yan	- Representative, Grand Apex
Mr. Lito Eduardo Zuñiga	- Representative, E. Agalahi Builders
Mr. Edwin Abejamine	- Representative, Vision 3000
Ms. Ezra Yeal Larita	- Representative, Nummer Ett Builder

Ms. Ann Abcede	- Representative, Jezka Construction Corporation
Ms. Arniel Laureles	- Representative, SM Castro
Mr. Philip Micheal Aranda	- Representative, RDF Construction and Supply
Mr. Randy Allen Ganola	- Representative, ALG Builders
Mr. Dindo Mojica	- Representative, El Guapito Ternateño Construction
Mr. Von Agbayani	- Representative, Fluma Builders
Mr. Kevin Mendoza	- Representative, Fluma Builders
Mr. German Siazon	- Representative, Phesco Inc.
Ms. Kristine De Leon	- Representative, Phesco Inc.
Ms. Colleen Sales	- Representative, Phesco Inc.
Mr. Romy Go	- Representative, JBC Enterprises
Mr. Alfredo Molina	- Representative, Molina General Builders
Ms. Victoria G. Evora	- Representative, Smart Con Builders
Ms. Marilou Anacay	- Representative, Smart Con Builders
Mr. John Felix G. Cuadro	- Representative, VS Cerdon
Mr. Emil Cerdon	- Representative, VS Cerdon
Ms. Joan M. Ayala	- Representative, Big N Ent
Mr. Ryan Chiefe	- Representative, 21 Construction and Development Corp
Mr. Aries Balaca	- Representative, N Live Dy Construction
Ms. Maricel Caguingin	- Representative, Red Car
Mr. Samuel Centro	- Representative, BC Cuerpo Inc.
Mr. James Guevarra	- Representative, BC Cuerpo Inc.

The pre-bidding conference for eight (8) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on June 15, 2023 was called to order at 1:37 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. Renovation of Birthing Home Facility (2nd Posting)	₱ 2,251,577.34	Fund 164	75 CD
2. Improvement of Electrical Power System of Naic Campus	₱ 3,998,285.35	Fund 164	120 CD
3. Construction of Multi-Purpose Building at Tanza Campus	₱ 4,114,014.89	Fund 164	180 CD
4. Repair and Improvement of Four-Storey Classroom at Silang Campus	₱ 4,427,416.93	Fund 164	120 CD
5. Repair and Improvement of Planning and IDO Office (2nd Posting)	₱ 4,996,923.68	Fund 164	210 CD
6. Renovation of Animal Science Building	₱ 5,663,628.15	Fund 164	180 CD
7. Completion of Administration Building at Carmona Campus	₱ 7,464,665.58	Fund 164	180 CD
8. Construction of College of Medicine Building	₱ 137,785,000.00	GAA	360 CD

Engr. OB Delos Reyes started the conference by acknowledging the presence of the BAC, TWG, Secretariat, COA, 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:

- **Renovation of Birthing Home Facility (2nd Posting)**
 - Mobilization
 - Chipping and Dismantling Works
 - Masonry Works
 - Carpentry Works
 - Miscellaneous Works
 - Roofing Works
 - Electrical Works

- Fire Protection Works
- Painting Works
- **Improvement of Electrical Power System of Naic Campus**
 - Mobilization
 - Excavation Works
 - Concrete Works
 - Masonry Works
 - Miscellaneous Works
 - Trusses and Roofing Works
 - Painting Works
 - Electrical Works
- **Construction of Multi-Purpose Building at Tanza Campus**
 - Earth Works
 - Concrete Works
 - Masonry Works
 - Miscellaneous Works
 - Steel Trusses and Roofing Works
 - Tile Works
 - Ceiling Works
 - Painting Works
 - Electrical Works
 - Plumbing Works
 - Form Works
- **Repair and Improvement of Four-Storey Classroom at Silang Campus**
 - Earth Works
 - Concrete and Masonry Works
 - Carpentry Works
 - Roofing Works
 - Miscellaneous Works
 - Electrical Works
 - Painting Works
- **Repair and Improvement of Planning and IDO Office (2nd Posting)**
 - 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
- **Renovation of Animal Science Building**
 - Site Preparation
 - Masonry Works
 - Trusses and Roofing Works
 - Carpentry Works
 - Electrical Works
 - Painting Works
- **Completion of Administration Building at Carmona Campus**
 - Earth Works
 - Concrete Works
 - Masonry Works
 - Carpentry Works
 - Miscellaneous Works
 - Plumbing Works
 - Electrical Works
 - Painting Works
- **Construction of College of Medicine Building**
 - Earthworks
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works
 - Trusses and Roofing Works
 - Miscellaneous Works
 - Electrical Works
 - Solar Power System Works
 - Electronic Works
 - Plumbing Works
 - Mechanical Works
 - Fire Protection Works
 - Painting 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:

Renovation of Birthing Home Facility (2nd Posting)

- For the supply and installation of generator set, the specification is included in the plan (See E-6)

Improvement of Electrical Power System of Naic Campus

- The required PCAB License size range is Small B with Specialization in Electrical Works

Construction of Multi-Purpose Building at Tanza Campus

- Fire Detection and Alarm System (FDAS) - *for verification, to be posted as Bid Bulletin*
- Volume of soil to be excavated, as per plan – *to be posted as Bid Bulletin*
- Discrepancies between Perspective and Foundation Plan – *to be posted as Bid Bulletin*
- Discrepancies between Perspective and Structural Plan – *to be posted as Bid Bulletin*
- Sizes of columns (S6) – *to be posted as Bid Bulletin*
- Building permits, necessary clearances and other government taxes are to be secured by the contractor.

Construction of College of Medicine Building

- The required PCAB License size range is Medium A.
- For similar projects - medical related building (hospitals or school/college of medicine building)
- Building permits, necessary clearances and other government taxes are to be secured by the contractor.

Bill of Quantities

- The quantities of items to be used are provided in the BOQ, however, for general materials, the exact quantity shall not be provided and should be estimated by the contractor.
- In the event that discrepancies between the scope of work and plans occur, generally, the scope of work shall prevail. Not unless it is indicated in the Bill of Quantities to see plans for details.
- In any cases that discrepancies are evident, what is most advantageous to the government should be considered.

Key Personnel

- Resident site engineer is a must for the projects to be undertaken by the contractor of the university. In cases where there are electrical works, it is required that an electrical engineer or a master electrician be a part of the contractor's team to supervise all electrical works. Likewise, master plumbers must supervise plumbing works. 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. Safety engineer is a must as per DOLE requirement.

- In cases of participation in two or more projects, the set of workers and foreman shall be different per project, however, the set of engineers and equipment may be re-used.

- The number of foreman and skilled workers shall be programmed by the contractor considering the contract duration of the project.

Site Inspection

- Conduct of site inspection is a must.
- May be conducted from Monday – Thursday (for coordination of schedule)
- Certificate of Appearance should be secured after the conduct of site inspection

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)*. It is advisable to maintain a logbook to all consultations made.
- 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 /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.

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. Renovation of Birthing Home Facility (2nd Posting)	₱ 5,000.00
2. Improvement of Electrical Power System of Naic Campus	₱ 5,000.00
3. Construction of Multi-Purpose Building at Tanza Campus	₱ 5,000.00
4. Repair and Improvement of Four-Storey Classroom at Silang Campus	₱ 5,000.00
5. Repair and Improvement of Planning and IDO Office (2nd Posting)	₱ 5,000.00
6. Renovation of Animal Science Building	₱ 10,000.00
7. Completion of Administration Building at Carmona Campus	₱ 10,000.00
8. Construction of College of Medicine Building	₱ 50,000.00

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	June 22, 2023 Contact information: (046) 889-6373 / 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	July 6, 2023; 9:00 am BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	July 6, 2023, 10:00 am Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 10:00 am – Renovation of Birthing Home Facility (2 nd Posting) 10:30 am –Improvement of Electrical Power System of Naic Campus 11:00 am – Construction of Multi-Purpose Building at Tanza Campus 1:00 pm – Repair and Improvement of Four-Storey Classroom at Silang Campus 1:30 pm – Repair and Improvement of Planning and IDO Office (2 nd posting) 2:00 pm – Renovation of Animal Science Building 2:30 pm – Completion of Administration Building at Carmona Campus

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	June 29, 2023 Contact information: (046) 889-6373 / 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	July 13, 2023; 12:00 nn BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	July 13, 2023, 1:00 pm Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 1:00 pm – Construction of College of Medicine Building


Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 4:02 pm.

Prepared by:


VERNALYN M. ABAPO
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.