



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 AUGUST 16, 2023
AT HOSTEL TROPICANA, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Electrical Power System of Naic Campus (2nd Posting)
- 2) Improvement of Bacoor Campus (Repair of Five-Storey Main Building)
- 3) Repair and Improvement of Rolle Hall
- 4) Improvement of University Mall
- 5) Completion of Students' Dormitory (Early Procurement Activity)

Present were:

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
Engr. Orlando B. delos Reyes	- Vice Chair
Dr. Famela Iza C. Matic	- 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. 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. Roberto J. Lacson	- End-User / Representative, Naic Campus
Mr. Ryan Angelo Mojica	- End-User / Representative, Bacoor Campus
Mr. Vernon C. Costa	- End-User / Director, PaRG
Mr. Arturo L. Bago	- Engineering Assistant, Planning Office
Engr. Ryan Janssen R. Sanchez	- Engineering Assistant, Planning Office
Engr. Juan N. Rodil	- Engineering, Planning Office
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Bernadette G. Morelos	- Secretariat

Prospective Bidders:

Ms. Roseneth Mae Barela	- Representative, 480 Builders
Mr. Florencio D. Berenguel	- Representative, United A-One
Mr. Joeven L. Asebupue	- Representative, Aaron Construction and Supply
Ms. Thelma Mallari	- Representative, Jepa Construction and Development Corp
Ms. Almira Cui	- Representative, Mac- Ximum 7 Construction
Ms. Janica Ira Diaz	- Representative, R. Semilla Construction and Marketing Inc
Mr. Herson De Jesus	- Representative, PDJ Integrated Construction
Ms. Madela Manalo	- Representative, LCTS INCS
Mr. Edward Zymon Gavino	- Representative, S.M. Castro Management & Construction Services
Ms. Marina Pormen	- Representative, Anaraya Corp
Mr. Fred Molina	- Representative, Molina Gen Builders
Ms. Jhanna Rose Luna	- Representative, R. Semilla Construction and Marketing Inc
Ms. Rowena C. Dela Cruz	- Representative, Richam Builder Corporation
Mr. Rico B. Caguuingin	- Representative, RedCar Construction Trading
Mr. Arnold Laja	- Representative, Hi twelve Construction
Mr. Christopher D. Ilagan	- Representative, Hydra WF
Mr. John Alwin Paita	- Representative, Teravera

Mr. Jemuelle Erandio	- Representative, R. B. Cruz Builders
Mr. Salvio Tolentino	- Representative, BDA Jr. Construction
Mr. Richard John T. Gayo	- Representative, Mac- Ximum 7 Construction
Mr. Vengie G. Ocino	- Representative, 3CA Builders Corp.
Mr. Dindo Mojica	- Representative, El Guapito Ternateño Construction

The pre-bidding conference for five (5) infrastructure projects of the university held at Hostel Tropicana, Cavite State University, Indang, Cavite on August 16, 2023 was called to order at 1:25 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 of Naic Campus (2 nd Posting)	₱ 3,998,285.35	Fund 164	120 CD
2.Improvement of Bacoor Campus (Repair of Five Storey Main Building)	₱ 8,000,000.00	Fund 164	180 CD
3.Repair and Improvement of Rolle Hall	₱ 1,158,158.10	Fund 164	45 CD
4.Improvement of University Mall	₱ 7,000,000.00	Fund 164	180 CD
5.Completion of Students' Dormitory (Early Procurement Activity)	₱ 20,000,000.00	Fund 101 (NEP 2024)	240 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:

- **Improvement of Electrical Power System of Naic Campus (2nd Posting)**
 - Mobilization
 - Excavation Works
 - Concrete Works
 - Masonry Works
 - Miscellaneous Works
 - Carpentry
 - Trusses & Roofing Works
 - Painting Works
 - Electrical Works
- **Improvement of Bacoor Campus (Repair of Five Storey Main Building)**
 - Dismantling and Chipping Works
 - Tile Works
 - Fire Protection Works
 - Electrical Works
- **Repair and Improvement of Rolle Hall**
 - Mobilization
 - Scraping and Dismantling Works
 - Carpentry Works
 - Painting Works
 - Electrical Works
- **Improvement of University Mall**
 - Mobilization/Demobilization
 - Concrete Works
 - Masonry Works
 - Miscellaneous Works
 - Steel Trusses and Roofing Works
 - Ceiling Installation
 - Tile Works

- Painting Works
- Electrical Works
- Plumbing Works
- **Completion for Students' Dormitory (Early Procurement Activity)**
 - Earthworks
 - Concrete Works
 - Masonry/Tile Works
 - Carpentry Works
 - Electrical Works
 - Plumbing Works

After giving an overview of the projects, Dr. MAP Nuestro presented and discussed the matters relative to the Checklist of Bidding Requirements the prospective bidders shall prepare and submit.

(See attached 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*
- *additional Key Personnel Requirement to be posted as Bid Bulletin*

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

PCAB License

For Improvement of Electrical Power System of Naic Campus (2nd Posting), and Improvement of Bacoor Campus (Repair of Five-Storey Main Building)

- Small B with Specialization in Electrical Works

Repair and Improvement of Rolle Hall, Improvement of University Mall, Completion of Students' Dormitory

- Small B, no specialization requirement

Completion of Students' Dormitory (Early Procurement Activity)

- 1st floor includes finishing works, 2nd floor includes slab.
- New layout for new panel boards will be included in the Bid Bulletin.
- Additional plans to be issued as Bid Bulletin
- For plumbing works, septic tank, cistern tank, and catch basin are not included.
- For electrical works, additional plans to be posted as Bid Bulletin
- For canopy (all concrete included)

Improvement of University Mall

- As built plan, same as posted, areas to be demolished included in the plan

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.
- In case where there are mechanical/fire protection works, it is required that a Registered Mechanical Engineer be a part of contractor's team to supervise all mechanical/fire protections works.
- All testing required shall signed and sealed by Professional Electrical Engineer for electrical works and Professional Mechanical Engineer for mechanical/fire protection works.

Site Inspection

- Conduct of site inspection is a must.
- Certificate of Appearance should be secured after the conduct of site inspection

Submission of Bids

- Submission of bids prior the set deadline is allowed.
- Late bids shall not be accepted
- To avoid late submission, prospective bidders may rent spaces near CvSU or book an accommodation at Hostel Tropicana, CvSU, Indang, Cavite.

Building Permit for Improvement Works

- Building permit is not required for improvement works, only for new buildings.

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 /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.

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 packed 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 packed altogether in one mother envelope.

The mother envelope must be sealed and signed.

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 Electrical Power System of Naic Campus	₱ 5,000.00
2. Improvement of Bacoor Campus (Repair of Five Storey Main Building)	₱ 10,000.00
3. Repair and Improvement of Rolle Hall	₱ 5,000.00
4. Improvement of University Mall	₱ 10,000.00
5. Completion of Students' Dormitory (Early Procurement Activity)	₱ 25,000.00

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	August 24, 2023 Contact information: (046) 889-6373; 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	September 11, 2023; 12:00 noon BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	September 11, 2023 Veranda Hall, Hostel Tropicana, Cavite State University, Indang, Cavite 1:00 pm – Improvement of Electrical Power System of Naic Campus (2 nd Posting) 1:30 pm – Improvement of Bacoor Campus (Repair of Five-Storey Main building) 2:00 pm – Repair and Improvement of Rolle Hall 2:30 pm – Improvement of University Mall 3:00 pm – Completion of Students' Dormitory (Early Procurement Activity)

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 2:50 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.