



**MINUTES OF THE PRE-BIDDING CONFERENCE HELD ON SEPTEMBER 18, 2023
AT CONFERENCE ROOM, GRADUATE SCHOOL AND OPEN LEARNING
COLLEGE BUILDING, CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Construction of Four Semi-Permanent Classrooms at Trece Campus

Present were:

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects (Attended Online)
Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
Dr. Famela Iza C. Matic	- Member (Attended Online)
Dr. Ma. Cynthia R. Dela Cruz	- Member (Attended Online)
Dr. Ammie P. Ferrer	- Member (Attended Online)
Dr. 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
Ms. Belleth E. Hosmillo	- End-user / Representative, Trece Campus
Mr. John Nicolas M. Panizales	- End-user / Representative, Trece Campus
Mr. Arturo L. Bago	- PDU, Engineering Assistant
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Rowelyn Martonito	- Procurement Staff

Prospective Bidders:

Ms. Almira Cui	- Representative, Mac- Ximum 7 Construction
Mr. Harvey C. Crisostomo	- Representative, LCM Enterprises

The pre-bidding conference for the project, **Construction of Four Semi-Permanent Classroom at Trece Campus** held at Conference Room, Graduate School and Open Learning College, Cavite State University, Indang, Cavite on September 18, 2023 was called to order at 2:15 pm, and was presided by Engr. Orlando B. delos Reyes, Vice-Chair of BAC for Infrastructure Projects.

The projects details of the projects are as follows:

PROJECT TITLE	ABC	SOURCE OF FUND	CONTRACT DURATION
1. Construction of Four Semi-Permanent Classrooms at Trece Campus	₱ 1,679,414.03	Fund 164	75 CD

Engr. Delos Reyes started the conference by acknowledging the presence of the BAC, TWG, Secretariat, End-user and prospective bidders.

Engr. Delos Reyes presented and discussed the details of the above stated project 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 project, to wit:

- **Construction of Four Semi-Permanent Classrooms at Trece Campus**
 - Mobilization
 - Excavation Works
 - Concrete Works
 - Carpentry Works
 - Steel Works
 - Trusses and Roofing Works
 - Electrical Works

After giving an overview of the project, Engr. Delos Reyes 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
- Safety Engineer to be included in the Key Personnel

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

Clarification

- For reinforcement of footings, the schedule will be followed.
- For electrical works:
 - Use PVC conduit orange pipes must be used, not flexible hose
 - Use 2-gang for switch (as indicated on the plan)
- Concrete works include slab on fill.

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 electrical be a part of the contractor's team to supervise all electrical works. Likewise, master plumbers must supervise plumbing works. It can only be considered when 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 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.

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 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.

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. Construction of Four Semi-Permanent Classrooms at Trece Campus	₱ 5,000.00

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SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	September 25, 2023 Contact information: (046) 889-6373; 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	October 2, 2023; 1:00 pm BAC Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	October 2, 2023, 2:00 pm Conference Room, Graduate School and Open Learning College Building, Cavite State University, Indang, Cavite

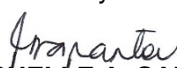
Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 2:40 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



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
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www.cvsu.edu.ph

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.