



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 MARCH 12, 2024
AT S.L. LASAP HALL, ADMINISTRATION BUILDING, CAVITE STATE
UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Repair and Improvement of Rolle Hall (2nd Posting)
- 2) Construction of Parking Space and Electrical Feeder Line for Bahay Alumni
- 3) Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion)
- 4) Improvement of Sports Facility Phase II
- 5) Rehabilitation of CvSU Cavite City Main Building
- 6) Improvement of CvSU CCAT Campus ICT Building Phase II

Present were:

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects (Attended Online)
Engr. Roslyn P. Peña	- Member
Dr. Ammie P. Ferrer	- Member
Dr. Joana Marie M. Tayag	- Member
Dr. Pia Rhoda P. Lucero	- 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
Arch. Elpidio N. Roderos, Jr.	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Cene M. Bago	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ryan Janssen R. Sanchez	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Trisha Marie I. Juliano	- TWG Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Mr. Vernon C. Costa	- Director, PaRG
Prof. Roderick M. Rupido	- Director, Alumni Affairs
Prof. Ronnel P. Cuachin	- Director, CSPEAR
Prof. Ma. Cristina J. Baesa	- Campus Administrator, Cavite City Campus
Dr. Lauro B. Pascua	- Campus Administrator, Rosario Campus
Prof. Junrick P. Paulino	- Director, PPSS Rosario Campus
Mr. Sancho B. Bayot, Jr.	- PDU, Head
Mr. Arturo L. Bago	- PDU, Engineering Assistant
Engr. Rowmar Joshua P. Pascual	- PDU, Engineering Assistant
Engr. Jan Denniel B. Escaño	- PDU, Project Development Officer
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Rowelyn L. Martonito	- Secretariat
Mr. Edgar R. Dello, Jr.	- Secretariat

Prospective Bidders:

Mr. Mark Anthony Ymas	- Representative, HR Esperigion
Mr. Norman F. Malate	- Representative, PGSTI
Ms. Roseneth Mae I. Barela	- Representative, 480 Builders
Mr. Herson De Jesus	- Representative, PDJ Integrated Construction
Mr. Martin Baltera	- Representative, Aaron Construction Supply
Mr. MJ Molina	- Representative, Molina's General Builders

Ms. Marie Jane O. Montilla
Mr. Edwin Garcia
Mr. Arniel Laureles

- Representative, SY Construction
- Representative, TTAI General Construction
- Representative, SM Castro Management
and Construction Services

The pre-bidding conference for six (6) infrastructure projects of the university held at S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite on March 12, 2024 was called to order at 1:18 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	PCAB SIZE RANGE	CONTRACT DURATION
1. Repair and Improvement of Rolle Hall (2 nd Posting)	₱ 1,158,158.10	Fund 164	Small B	45 CD
2. Construction of Parking Space and Electrical Feeder Line for Bahay Alumni	₱ 1,406,479.46	Trust Fund	Small B, Specialty SP-EE (Electrical Work)	45 CD
3. Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion)	₱ 1,660,492.15	Fund 164	Small B	180 CD
4. Improvement of Sports Facility Phase II	₱ 2,307,949.22	Fund 164	Small B, Specialty SP-EE (Electrical Work)	60 CD
5. Rehabilitation of CvSU Cavite City Main Building	₱ 2,618,443.08	Fund 102 Continuing	Small B	120 CD
6. Improvement of CvSU CCAT Campus ICT Building Phase II	₱ 14,000,000.00	Fund 102 Continuing	Small B	210 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:

- **Repair and Improvement of Rolle Hall (2nd Posting)**
 - Mobilization
 - Scaping and Dismantling Works
 - Carpentry Works
 - Painting Works
 - Electrical Works
- **Construction of Parking Space and Electrical Feeder Line for Bahay Alumni**
 - Mobilization
 - Earth Works
 - Subgrade Preparation
 - Concrete Pavement
 - Miscellaneous Works
- **Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion)**
 - I. **Construction of Bicycle Zipline Structure**
 - Earth Works
 - Concrete Works
 - Carpentry Works
 - Miscellaneous
 - Painting Works
 - II. **Construction of Two Units Pavilion**
 - Earthworks
 - Concrete and Masonry Works
 - Carpentry, Roofing and Miscellaneous Works
 - Electrical Works

- **Improvement of Sports Facility Phase II**
 - Mobilization
 - Dismantling & Chipping Works
 - Electrical Works
- **Rehabilitation of CvSU Cavite City Main Building**
 - Mobilization
 - Dismantling Works
 - Carpentry Works
 - Painting Works
- **Improvement of CvSU CCAT Campus ICT Building Phase II**
 - Earth Works
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works
 - Rafters & Roofing Works
 - Miscellaneous Works
 - Electrical Works
 - Fire Protection Works
 - Plumbing Works
 - Painting 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
- Latest ITR and Audited Financial Statement

Key Personnel and Equipment Requirements

- as indicated in the Bidding Documents

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

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.
- One person can work as both Electrical Engineer and a Master Plumber, but they must hold valid licenses for both specialties/expertise.
- Licensed Engineers must possess valid licenses. For on-call engineers, a notarized contract is needed that will serve as a proof of their affiliation with the company.

Latest Income Tax Return (ITR)

- The latest ITR shall be submitted as part of post-qualification requirements.

Post-qualification

- Prospective bidders were advised to ensure that the submitted address is a physical office. and the submitted contact information are valid for verification purposes.
- Post-qualification visit shall be conducted unannounced.

Brand of Items

- Brands of products or materials offered should have a basis. The TWG shall check the quality of the products or materials offered.

Site Inspection

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

Billboard (For Mobilization)

- Use of tarpaulin as billboard is discouraged. Alternative materials may be used.

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).*
- Prospective bidders should submit the duly filled-out BOQ issued by the Committee, which bear the sign of the BAC Chair /BAC Vice Chair.
- All technical questions and clarifications regarding the project shall be entertained through the Secretariat, 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. Repair and Improvement of Rolle Hall (2 nd Posting)	₱ 5,000.00
2. Construction of Parking Space and Electrical Feeder Line for Bahay Alumni	₱ 5,000.00
3. Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion)	₱ 5,000.00
4. Improvement of Sports Facility Phase II	₱ 5,000.00
5. Rehabilitation of CvSU Cavite City Main Building	₱ 5,000.00
6. Improvement of CvSU CCAT Campus ICT Building Phase II	₱ 25,000.00

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	March 17, 2024 Contact information: 0933-155-3084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	March 26, 2024, 9:00 am Procurement Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	March 26, 2024 S.L. Lasap Hall, Administration Building Cavite State University, Indang, Cavite 10:00 am – Repair and Improvement of Rolle Hall (2 nd Posting) 10:30 am – Construction of Parking Space and Electrical Feeder Line for Bahay Alumni 11:00 am – Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) 1:00 pm – Improvement of Sports Facility Phase II 1:30 pm – Rehabilitation of CvSU Cavite City Main Building 2:00 pm – Improvement of CvSU CCAT Campus ICT Building

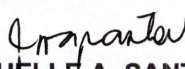
Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:06 pm.

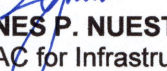
Prepared by:


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 government and 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 or 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 / pre-negotiation 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 / pre-negotiation 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 a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).