



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/PRE-NEGOTIATION CONFERENCE HELD ON JUNE 5, 2024
AT S.L. LASAP HALL, ADMINISTRATION BUILDING, CAVITE STATE UNIVERSITY,
INDANG, CAVITE**

Project Title:

- 1) Repair and Improvement of One Duplex Unit at Faculty Village
- 2) Improvement of Electrical Power System of Maragondon Campus
- 3) Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Camus
- 4) Completion of General Education Building
- 5) Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) – Negotiated Procurement – Two Failed Biddings

Present were:

Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects
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
Mr. Vernon C. Costa	- End-user / Director, PaRG
Dr. Jonathan R. Digma	- End-user / Principal, Maragondon Campus
Mr. Ryan Angelo Mojica	- End-user / Staff, Bacoor Campus
Dr. Armi Grace B. Desingañon	- End-user / Dean, CAS
Mr. Sancho B. Bayot, Jr.	- PDU, Head
Mr. Arturo L. Bago	- PDU, Engineering Assistant
Ms. Michelle A. Santos	- Secretariat
Mr. Edgar R. Dello Jr.	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Bernadette G. Morelos	- Secretariat
Ms. Rowelyn L. Martonito	- Secretariat
<u>Prospective Bidders:</u>	
Mr. Paul John Guevara	- Representative, RB Soriano Construction
Mr. James Cezarne Juan	- Representative, RB Soriano Const.
Mr. Kevin T. Soriano	- Representative, RB Soriano Const.
Mr. Arniel Laureles	- Representative, S.M. Castro Management & Construction Services
Mr. Mariano Agraan Jr.	- Representative, Dezmar Construction & Development
Ms. Deanne Faith Alejandro	- Representative, Dezmar Construction & Devt.
Mr. Marco Correa	- Representative, JTA Builders
Mr. Tony Lambonao	- Representative, RA Suan Construction
Mr. Francis Palmes	- Representative, Renbee Construction
Mr. MJ Mandia	- Representative, Pure Green Solution Tech. Inc.
Ms. Cristal Dolor	- Representative, Isometric Enterprises
Mr. Peejay Gomez	- Representative, Isometric Enterprises
Mr. Lawrence Carolino	- Representative, Sungil Phil. Corp.

- Affidavit of Site Inspection or Certificate of Appearance shall be included in the bid to be submitted.
- 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.
- The physical address of the office should be declared for smooth post qualification process. The complete address and contact numbers of all the ongoing and completed projects should also be provided.
- Only installed materials and fixtures can be billed during project implementation.
- The hard copy of the bidding documents shall be provided to bidders upon payment of the bidding documents. The original Bill of Quantities shall be issued which bear the sign of the BAC Chair or Vice Chair.

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 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. Repair and Improvement of One Duplex Unit at Faculty Village	₱ 5,000.00
2. Improvement of Electrical Power System of Maragondon Campus	₱ 5,000.00
3. Improvement of Electrical Power System of Five-Storey Academic Building of CvSU Bacoor Campus	₱ 10,000.00
4. Completion of General Education Building	₱ 30,000.00
5. Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) – Negotiated Procurement – Two Failed Biddings	₱ 5,000.00

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
LAST DAY OF QUERIES	June 17, 2024 Contact information: (046) 889-6373; 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	June 26, 2024 12:00 noon Procurement Office, Administration Building, Cavite State University, Indang, Cavite

The pre-bidding conference for five (5) infrastructure projects of the university held at S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite on June 5, 2024 was called to order at 8:20 am, 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	SIZE RANGE	CONTRACT DURATION
1. Repair and Improvement of One Duplex Unit at Faculty Village	₱ 1,309,858.52	Fund 163	Small B	75 CD
2. Improvement of Electrical Power System of Maragondon Campus	₱ 1,653,822.19	Trust	Small B	45 CD
3. Improvement of Electrical Power System of Five-Storey Academic Building of CvSU Bacoor Campus	₱ 6,999,987.96	Fund 164	Small B	150 CD
4. Completion of General Education Building	₱ 55,000,000.00	Fund 164	Medium A	300 CD
5. Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) – Negotiated Procurement – Two Failed Biddings	₱ 1,660,492.15	Fund 164	Small B	180 CD

Engr. OB delos Reyes started the conference by acknowledging the presence of the BAC, TWG, secretariat, 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:

- **Repair and Improvement of One Duplex Unit at Faculty Village**
 - Site Clearing and Mobilization
 - Carpentry Works
 - Electrical Works
 - Steel Trusses and Roofing Works
 - Painting and Miscellaneous Works
- **Improvement of Electrical Power System of Maragondon Campus**
 - Mobilization
 - Electrical Works
- **Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus**
 - Mobilization
 - Dismantling Works
 - Electrical Works
- **Completion of General Education Building**
 - Earth Works
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works
 - Trusses and Roofing Works
 - Miscellaneous Works
 - Electrical Works
 - Fire Protection Works
 - Plumbing Works
 - Mechanical Works
 - Painting Works
- **Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) – Negotiated Procurement – Two Failed Biddings**
 - I. **Construction of Bicycle Zipline Structure**
 - Earth Works
 - Concrete Works
 - Carpentry Works
 - Miscellaneous
 - Painting Works
 - II. **Construction of Two Units Pavilion**
 - Earth Works
 - Concrete and Masonry Works
 - Carpentry, Roofing and Miscellaneous Works
 - Electrical Works

After giving an overview of the projects Engr. OB 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
- Latest ITR and Audited Financial Statement

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

PCAB (For Electrical Power System Maragondon & Electrical Power System – Bacoor)

- If PCAB specialty on Electro-mechanical Work with SLCC on electrical work is accepted **(To be posted as Bid Bulletin)**
- PCAB Classification General Building with Specialty in Electrical Works (Other Classification) is accepted.

Equipment Requirement (For Electrical, Plumbing & Painting Tools)

- Available tools that will be used in the project

Format of Detailed Estimate

- No specific format for detailed estimate.
- No lumpsum on detailed estimate shall be accepted.
- Use readable font size.

For Completion of General Education Building

- SLCC is within ten (10) years.
- Similar project is classroom or school building.
- Jockey pump – from single phase to 3 phase. **(To be posted as Bid Bulletin)**
- Elevator and transformer should be brand new with Manufacturers Certificate. No specific brand is required as long as the manual and specifications are readable.
- The warranty should be named under Cavite State University.
- Detailed plan of railings **(To be posted as Bid Bulletin)**
- For the supply and delivery of elevator, the delivery within the calendar period should be taken into consideration. Other delivery concerns may be discussed during the project implementation.
- Small B contractors are not qualified to participate for the Completion of General Education Building project.
- For Joint Venture, the requirements for JVA should be satisfied.

Key Personnel

- For Registered Electrical Engineer (REE) and Professional Electrical Engineer (PEE); and Registered Mechanical Engineer (RME) and Professional Mechanical Engineer (PME)
 - Can be one person, he/she should be licensed on each specialization.
- The PEE shall be the one to seal and sign all testing results.
- Safety Engineer/Officer must be accredited and certified by DOLE. Certificate is accepted even without the ID.
- For the List of Key Personnel, a summary list of the key personnel must be included. The List of Key Personnel is different from the Organizational Chart.
- If engineers are consultant based, attached the notarized contract.
- All licenses should be updated and valid, with PTRs and CV.
- On the Organization Chart, all Key Personnel shall be included. For Laborers, just indicate "Laborers". Attach resume of those currently employed.

SPECIAL INSTRUCTIONS / REMINDERS

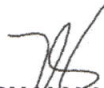
- In the event that discrepancies between the scope of work and plans occur, generally, the scope of work shall prevail. *(In consultation with the inspector and end-user).*

ACTIVITIES	SCHEDULE
<p>OPENING OF BIDS</p>	<p>June 26, 2024 S.L. Lasap Hall, Administration Building Cavite State University, Indang, Cavite</p> <p>1:00 pm – Repair and Improvement of One Duplex Unit at Faculty Village</p> <p>1:30 pm – Improvement of Electrical Power System of Maragondon Campus</p> <p>2:00 pm – Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus</p> <p>2:30 pm – Completion of General Education Building</p> <p>3:00 pm – Improvement of Agri-Eco Tourism Forest Park (Construction of Bicycle Zipline Structure and Two Units Pavilion) – Negotiated Procurement – Two Failed Biddings</p>

Late bids shall not be accepted.

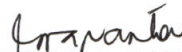
There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 9:44 am.

Prepared by:



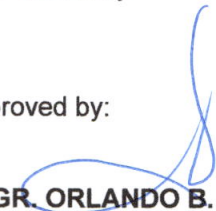
VERNALYN M. ABAPO
BAC Secretary

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 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 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).