



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 1, 2024
AT S.L. LASAP HALL, ADMINISTRATION BUILDING,
CAVITE STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Repainting of University Library
- 2) Improvement of Food Processing Building
- 3) Repair and Improvement of White House (Converted to Center for Population and Public Health under the College of Medicine)
- 4) Improvement of Electrical Power System of CEMDS New and Old Building
- 5) Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm
- 6) Improvement of Electrical Power System of Five Storey Academic Building at CvSU Bacoor Campus – 2nd Posting
- 7) Construction of Academic Building for College of Medicine to Increase Carrying Capacity

Present were:

Dr. Ma. Agnes P. Nuestro	- BAC Chair, Infrastructure Projects
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	- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ronald P. Peña	- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Arch. Elpidio N. Roderos, Jr.	- Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Cene M. Bago	- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ryan Janssen R. Sanchez	- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Trisha Marie I. Juliano	- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
Ms. Princess N. Roderno	- End-user / Head, University Library
Ms. Heidi P. Paler	- End-user / Representative, CAFENR
Ms. Jan Edrea D. Cortez	- End-user / Representative, CAFENR
Dr. Annie Ramos	- End-user / Representative, COM
Dr. Franz Josef Biboto	- End-user / Representative, COM
Ms. Cristina B. Erni	- End-user / Representative, CEMDS
Prof. Danielito R. Escaño	- End-user / Director, PPS
Mr. Sancho B. Bayot, Jr.	- PDU, Head
Mr. Freddie A. Ramos	- Planning Officer
Ms. Michelle A. Santos	- Secretariat
Mr. Edgar R. Dello Jr.	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Bernadette G. Morelos	- Secretariat
Prospective Bidders:	
Mr. Fabian Baraque	- Representative, Artifex Master Builders
Mr. Joemhar Marquez	- Representative, APDS
Mr. Carl Goron Jr.	- Representative, Intern Engineer
Ms. Angelica L. Usio	- Representative, Grand Apex Construction Inc.
Ms. Karla Camille Pineda	- Representative, FPF Construction
Mr. Tony Lambonao	- Representative, R.A. Suan Construction
Mr. Rolito R. Dayaguit	- Representative, Zudaki Construction Trading
Mr. Herson De Jesus	- Representative, PDJ Integrated Construction
Mr. Dindo Mojica	- Representative, El Guapito Ternateño Construction
Mr. Ramirson S. Añonuevo	- Representative, RSAN Construction
Mr. Aniel Laureles	- Representative, S.M. Castro Management and Construction Services
Mr. Roy B. Concepcion	- Representative, Uplift Construction Development

Mr. Wally Caparas
 Mr. Arnold Laja
 Ms. Mira Cui

Corporation
 - Representative, RK Construction
 - Representative, Molina's General Builders
 - Representative, Mac-Ximum 7 Construction

The pre-bidding conference for seven (7) infrastructure projects of the university held at S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite on August 1, 2024 was called to order at 1:26 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	SIZE RANGE
1. Repainting of University Library	₱ 1,839,481.22	Fund 164	60 CD	Small B
2. Improvement of Food Processing Building	₱ 2,528,352.56	Fund 164	1200 CD	Small B
3. Repair and Improvement of White House (Converted to Center for Population and Public Health under the College of Medicine)	₱ 2,788,569.49	Fund 101	90 CD	Small B
4. Improvement of Electrical Power System of CEMDS New and Old Building	₱ 2,891,322.66	Fund 164	45 CD	Small B (Specialty – Electrical Work)
5. Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm	₱ 4,109,576.99	Fund 164	180 CD	Small B
6. Improvement of Electrical Power System of Five Storey Academic Building at CvSU Bacoor Campus – 2nd posting	₱ 6,999,987.96	Fund 164	150 CD	Small B (Specialty – Electrical Work)
7. Construction of Academic Building for College of Medicine to Increase Carrying Capacity	₱ 55,750,000.00	Fund 102 Continuing	300 CD	Medium A

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:

A. Repainting of University Library

- Scrapping Works
- Ceiling Works
- Painting Works

B. Improvement of Food Processing Building

- Dismantling/Chipping Works
- Earthworks
- Concrete Works
- Masonry Works
- Miscellaneous Works
- Electrical Works
- Plumbing Works
- Fire Detection and Alarm System
- Painting Works

C. Repair and Improvement of White House (Converted to Center for Population and Public Health under the College of Medicine)

- Dismantling/Chipping Works
- Masonry and Tileworks
- Carpentry Works
- Steel Works
- Miscellaneous Works
- Electrical Works
- Plumbing Works
- Painting Works

- D. **Improvement of Electrical Power System of CEMDS New and Old Building**
 - Mobilization
 - Earthworks
 - Electrical Works
- E. **Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm**
 - Earthworks
 - Concrete and Masonry Works
 - Carpentry and Miscellaneous Works
- F. **Improvement of Electrical Power System of Five Storey Academic Building at CvSU Bacoor Campus – 2nd posting**
 - Mobilization
 - Dismantling Works
 - Electrical Works
- G. **Construction of Academic Building for College of Medicine to Increase Carrying Capacity**
 - Earthworks
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works
 - Trusses and Roofing Works
 - Miscellaneous Works
 - Electrical Works
 - Plumbing Works
 - Mechanical Works
 - Fire Detection Works
 - Painting Works

After giving an overview of the projects, Dr. MAP Nuestro presented and discussed the matters relative to the Updated 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 (Stamped received by BIR)

Key Personnel and Equipment Requirements

- *as indicated in the Bidding Documents*

QUERIES/CLARIFICATIONS & OTHER CONCERNS:

Billboard with Project Information

- Use of tarpaulin is prohibited. Sintra board may be used instead.

PCAB Requirement (For Electrical Power System)

- PCAB Size Range Small B with Specialty in Electrical Work

Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm

- Similar project – road, bridge, horizontal construction
- Traffic re-routing during project implementation

Construction of Academic Building for College of Medicine

- SLCC – classroom, school building, hotel or transient building may be accepted
- PCAB Category A is accepted

Key Personnel

- For Registered Electrical Engineer (REE) and Professional Electrical Engineer (PEE)
 - The PEE shall be the one to seal and sign all testing results.
 - PEE/REE; PME/RMEE - accepted for bid submission, to be employed to the project during construction
- Registered Mechanical Engineer (RMEE) or Professional Mechanical Engineer (PME)
- Electrical testing and guarantee, electrical supervision and final electrical inspection report should be signed and sealed by Professional Electrical Engineer with notary public.
- Licensed Engineers must have an updated and valid license.

- PME/PEE – may be consultant. A notarized contract is needed that will serve as a proof of their affiliation with the company.
- All key personnel should be included in the list of personnel for submission.

Site Inspection

- Prospective bidders may coordinate with Mr. Sancho Bayot (For Main Campus)
- For Bacoor Campus – Prospective bidders may go directly to Bacoor Campus. They also coordinate with the BAC Secretary, Ms. Michelle A. Santos for scheduling.

Official Bill of Quantities (BOQ)

- The original BOQ which bear the sign of the BAC Chair shall be issued upon payment of the bidding documents.
- Other general requirements such as bonds/insurance, etc. are reflected on the detailed estimate.

Building Permits

- All Building permits, necessary clearances and other government taxes are to be secured by the contractor
- Expenses for processing of permits are included in the ABC.

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 or 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.
- The TWG advised the prospective bidders to ensure that the detailed estimates are prepared based on the scope of works of the project and should provide the details of the items. Lump sum offers shall not be allowed on the detailed estimate. The TWG conducts detailed evaluation of the bids submitted.
- All materials to be used on site shall be approved by the end-user and the inspector. Hence, specifically on colors/types of fixtures/materials, it is a must that these be checked/approved by the end-user and the concerned inspector.
- 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.
- Bidders should ensure that their address and contact numbers are valid. Office address should also have signages.
- Technical questions and clarifications regarding the project should be sent through the Secretariat via email, which 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) Repainting of University Library	₱ 5,000.00
2) Improvement of Food Processing Building	₱ 5,000.00
3) Repair and Improvement of White House (Converted to Center for Population and Public Health under the College of Medicine)	₱ 5,000.00
4) Improvement of Electrical Power System of CEMDS New and Old Building	₱ 5,000.00
5) Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm	₱ 5,000.00
6) Improvement of Electrical Power System of Five Storey Academic Building at CvSU Bacoor Campus – 2nd posting	₱ 10,000.00
7) Construction of Academic Building for College of Medicine to Increase Carrying Capacity	₱ 30,000.00

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	August 5, 2024 Contact information: (046) 889-6373 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	August 15, 2024; 9:00 am Procurement Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS (Revised Schedule)	August 15, 2024 Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 10:00 am – Repainting of University Library 10:30 am – Improvement of Food Processing Building 11:00 am – Improvement of Electrical Power System of CEMDS New and Old Building 1:30 pm – Rehabilitation of Concrete Bridge near NCRDEC and Pink Dorm 2:00 pm – Improvement of Electrical Power System of Five Storey Academic Building at CvSU Bacoor Campus – 2nd Posting 11:00 am – Repair and Improvement of White House (Converted to Center for Population and Public Health under the College of Medicine) 2:30 pm – Construction of Academic Building for College of Medicine to Increase Carrying Capacity

Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:32 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 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:
- Organizational chart for the contract to be bid;
 - 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;
 - 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).