



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 JUNE 5, 2025
AT S.L. LASAP HALL, ADMINISTRATION BUILDING, CAVITE
STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Improvement of Electrical Power System of Animal Science Building
- 2) Upgrading of Electrical System of VETMED Complex and Animal Science Building (Supply and Installation of Power Supply)
- 3) Improvement of University Plaza Phase 2
- 4) Completion of Five-Storey CEMDS Building
- 5) Construction Faculty Housing (Phase II)
- 6) Construction of Perimeter Fence at New Acquired Land

Present were:

Dr. Melbourne R. Talactac	- BAC Chair, Infrastructure Projects
Engr. Orlando B. delos Reyes	- BAC Vice Chair, Infrastructure Projects (<i>Attended Online</i>)
Engr. Roslyn P. Peña	- Member
Dr. Ammie P. Ferrer	- 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. Rosalie A. Pelle	- End-user / Representative, Administrative Services
Mr. Meynard C. Ramos	- End-user / Representative, CAFENR
Mr. Patrick Montealto	- End-user / Representative, CAFENR
Mr. Joy R. Garces	- Observer, PICE Cavite
Mr. Sancho B. Bayot, Jr.	- PDU, Head
Mr. Arturo L. Bago	- PMO, Engineering Assistant
Ms. Michelle A. Santos	- Secretariat
Ms. Vernalyn M. Abapo	- Secretariat
Ms. Bernadette G. Morelos	- Secretariat
Ms. Rowelyn L. Martonito	- Secretariat

Prospective Bidders:

Mr. Matthew Morrissey L. Medina	- Representative, G.R. Ercilla Construction
Mr. Danilo Ganco	- Representative, Geron Construction
Ms. Alleli M. Galendez	- Representative, Parametric Engineering and Construction
Ms. Sabrina Cayabyab	- Representative, Asven Industrial Construction Service Inc.
Mr. Enrique Ditchas	- Representative, Zachtid Construction
Mr. Dionne Salibio	- Representative, Global Integrated Solutions
Ms. Kaila Camile Pineda	- Representative, FPF Construction
Mr. Edward Batas	- Representative, FPF Construction
Mr. Florencio D. Berenguel	- Representative, United A-One Electromech Corporation
Ms. Marjorie S. Pineda	- Representative, Wilfredo M. David Builders and Construction
Ms. Marijoy Catherine Cornejo	- Representative, MCCH Construction Services
Ms. Almira Cui	- Representative, Mac-Ximum 7 Construction
Ms. Roseneth Mae Barela	- Representative, 480 Builders
Mr. Renhard Galapon	- Representative, Danitech Power System Inc.
Mr. Sherwin Toledo	- Representative, Artsons

Mr. Christian Sablayan
 Mr. Tony Lambonao Jr.
 Mr. Robert N. De Leon
 Mr. Noel Lacbayo
 Mr. Herson De Jesus
 Mr. Michael Angelo Hernandez
 Mr. Gerardo B. Ortiz

- Representative, Winn Electrical
 - Representative, R.A. Suan Construction
 - Representative, El Guapito Terneteño Construction
 - Representative, Alpha-Rho Builders & Trading
 - Representative, PDJ Integrated Construction
 - Representative, Ayzariz Corporation
 - Representative, 3G Powerplus 2C Corporation

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 June 5, 2025 was called to order at 1:28 pm, and was presided by Dr. Melbourne R. Talactac, Chair of BAC for Infrastructure Projects.

The projects are as follows:

PROJECT TITLE	ABC	SOURCE OF FUND	PCAB CLASSIFICATION	CONTRACT DURATION
1. Improvement of Electrical Power System of Animal Science Building	₱ 1,425,451.13	Fund 164	SPEE – Electrical Work Small B	60 CD
2. Upgrading of Electrical System of VETMED Complex and Animal Science Building (Supply and Installation of Power Supply)	₱ 2,072,141.50	Fund 164	SPEE – Electrical Work Small B	60 CD
3. Improvement of University Plaza Phase 2	₱ 2,176,791.09	Fund 164	General Building (GB-4) Small B	120 CD
4. Completion of Five-Storey CEMDS Building	₱ 5,000,000.00	Fund 164	General Building (GB-1) Small B	90 CD
5. Construction Faculty Housing (Phase II)	₱ 10,000,000.00	Fund 164	General Building (GB-1) Small B	120 CD
6. Construction of Perimeter Fence at New Acquired Land	₱ 12,000,000.00	Fund 164	General Building (GB-4) Small B	240 CD

Dr. Talactac started the conference by acknowledging the presence of the BAC, TWG, Secretariat, end-user, observer and prospective bidders.

Dr. Talactac 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 Animal Science Building**
 - Preliminary Works
 - Earth Works
 - Electrical Works
- **Upgrading of Electrical System of VETMED Complex and Animal Science Building (Supply and Installation of Power Supply)**
 - Electrical Works
- **Improvement of University Plaza Phase 2**
 - Preliminary Works
 - Earth Works
 - Concrete and Masonry Works
 - Steel and Roofing Works
 - Painting Works
 - Electrical Works
- **Completion of Five-Storey CEMDS Building**
 - Preliminary and Dismantling Works
 - Concrete, Masonry and Tile Works
 - Miscellaneous Works
 - Carpentry Works
 - Mechanical, Fire Protection and Plumbing Works
 - Electrical Works
- **Construction Faculty Housing (Phase II)**
 - Preliminary Works and Earth Works
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works

- Rafters and Roofing Works
- Miscellaneous Works
- Electrical Works
- Plumbing Works
- Painting Works
- **Construction of Perimeter Fence at New Acquired Land**
 - Preliminary Works and Earth Works
 - Concrete Works
 - Masonry Works
 - Carpentry Works

After giving an overview of the projects, Dr. Talactac 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:

Electrical testing and guarantee, electrical supervision and final electrical inspection report should be signed and sealed by Professional Electrical Engineer with notary public.

- The sign and seal of the PEE assures that all the electrical testing and other activities are done under his supervision.
- The notary is for legal purposes.
- The documents signed by the PEE shall be notarized. No need for a separate affidavit.

Completion of Five-Storey CEMDS Building

- Additional plans and details for miscellaneous works, carpentry works, mechanical works, fire protection works and plumbing works *(For Bid Bulletin)*

Construction of Faculty Housing (Phase II)

- Cross-section and longitudinal plan *(For Bid Bulletin)*
- Toilet and bath – no water proofing, T&B is on slab on fill
- Floor, ceiling and wall finishes – included in the BOQ
- Soil boring test – 3 boreholes
- Emergency light and exhaust fan location *(For Bid Bulletin)*
- Retaining wall details *(For Bid Bulletin)*
- Cabinets & Shop Drawing details *(For Bid Bulletin)*
- Window Grills & Zocalo details *(For Bid Bulletin)*
- Location of service entrance *(For Bid Bulletin)*
- As built plan *(For Bid Bulletin)*

Construction of Perimeter Fence at New Acquired Land

- 2,100 linear meters
- Specific location – to be verified during site inspection
- Perimeter Fence - All CHB and barbed wire, plan with cyclone wire excluded
- Barbed wire specification – *(For Bid Bulletin)*
- Survey *(For Bid Bulletin)*

Value Engineering

- The issued scope of works and plans shall be followed.

SLCC for Small B Contractors

Section 23.4.2.4 of RA 9184

*"The bidder must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid: Provided, however, **That contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.**"*

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 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.
- For REE and PEE & RME and PMEE
 - The REE shall be the one to supervise the projects while the PEE shall be the one to seal and sign all testing results.
 - The REE and PEE may be one person provided that he/she is a holder of both licenses.
- Supporting Documents for Key Personnel (For Engineers and Foremen)
- Key Personnel Certificate of Employment (Notarized)

Site Inspection

- Site inspection may be conducted from Monday to Thursday

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 prepare their detailed estimate 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. Moreover, it is advisable that the detailed estimates made by the quantity surveyor/estimator are checked by the respective engineers.
- 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.
- Please include the exact address of respective offices that will be visited during post-qualification, including satellite offices if applicable.

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 Animal Science Building	₱ 5,000.00

PROJECT TITLE	COST OF BIDS DOCS
2) Upgrading of Electrical System of VETMED Complex and Animal Science Building (Supply and Installation of Power Supply)	₱ 5,000.00
3) Improvement of University Plaza Phase 2	₱ 5,000.00
4) Completion of Five-Storey CEMDS Building	₱ 5,000.00
5) Construction Faculty Housing (Phase II)	₱ 10,000.00
6) Construction of Perimeter Fence at New Acquired Land	₱ 25,000.00

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	June 18, 2025 Contact information: (046) 889-6373 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	June 30, 2025; 12:00 noon Procurement Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	June 30, 2025 S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 1:00 pm – Improvement of Electrical Power System of Animal Science Building 1:30 pm – Upgrading of Electrical System of VETMED Complex and Animal Science Building (Supply and Installation of Power Supply) 2:00 pm – Improvement of University Plaza Phase 2 2:30 pm – Completion of Five-Storey CEMDS Building 3:00 pm – Construction of Faculty Housing (Phase II) 3:30 pm – Construction of Perimeter Fence at New Acquired Land

Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:00 pm.

Prepared by:


VERNALYN M. ABAPO
BAC Secretary

Reviewed by:


MICHELLE A. SANTOS
BAC Secretary

Approved by:


MELBOURNE R. TALACTAC, 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:
- 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).