



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 JULY 31, 2025
AT S.L. LASAP HALL, ADMINISTRATION BUILDING, CAVITE
STATE UNIVERSITY, INDANG, CAVITE**

Project Title:

- 1) Repair and Improvement of Imus Guard House (2nd Posting)
- 2) Repair and Improvement of Beautiful House (Granary)
- 3) Construction of CEMDS Parking Area
- 4) Repair and Improvement of College of Arts and Sciences Building
- 5) Rehabilitation of Four Academic Building at Naic Campus

Present were:

Dr. Melbourne R. Talactac
Engr. Orlando B. delos Reyes
Engr. Roslyn P. Peña
Dr. Ammie P. Ferrer
Dr. Pia Rhoda P. Lucero
Engr. Efren R. Rocillo

Engr. Larry E. Rocela

Engr. Ronald P. Peña

Arch. Elpidio N. Roderos, Jr.

Engr. Cene M. Bago

Engr. Ryan Janssen R. Sanchez

Engr. Trisha Marie I. Juliano

Ms. Rona E. Vales
Ms. Evelyn F. Grueso
Prof. Gener T. Cueno
Mr. Romel Hinahon
Mr. Sancho B. Bayot, Jr.
Mr. Arturo L. Bago
Engr. Rowmar Joshua M. Pascual
Engr. Lordley M. Abellar
Ms. Michelle A. Santos
Ms. Vernalyn M. Abapo

- BAC Chair, Infrastructure Projects
- BAC Vice Chair, Infrastructure Projects
- Member
- Member
- Member
- TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- Member Infrastructure Projects, Construction and Electrical Supplies and Equipment
- End-user / Representative, Administrative Services
- End-user / Representative, CED
- End-user / Representative, CEMDS
- End-user / Representative, CvSU Naic Campus
- PDU, Head
- PMO, Engineering Assistant
- PMO, Engineering Assistant
- PDO, Planning Officer
- Secretariat
- Secretariat

Prospective Bidders:

Ms. Chaiwan Hipolito
Mr. Carlito B. Canlas
Mr. Johnny Salgado
Mr. Mark Gerome Ariban
Mr. Rodney Emmanuel V. Rodrin
Mr. Roditha S. Aranda
Ms. Shekinah Ray Canatuan
Mr. Danilo Ganai
Mr. Julius Poblete
Mr. Ronjay Dolormente
Ms. Venice Molina
Mr. Joemel Aricayos
Ms. Faye Mibelle Gabriel
Mr. Jesseniel Garcia
Mr. Erwin Baral
Mr. Herson de Jesus
Ms. Virginia Aseoche

- Representative, JS General Contractor
- Representative, Juncan Enterprises
- Representative, JS General Contractor
- Representative, El Guapito Ternateño Construction OPC
- Representative, N.B. Avila Construction
- Representative, Almana Construction & Dev't
- Representative, MCCH Construction Services
- Representative, G.R. Ercilla Construction
- Representative, Rich Ads Construction Corp.
- Representative, Almana Construction & Dev't
- Representative, Mac-Ximum 7 Construction
- Representative, 480 Builders
- Representative, Gabriel Contractors and Development Inc.
- Representative, TTAI General Construction & Trading Corp.
- Representative, 3CA Builders Corp.
- Representative, PDJ Integrated Construction
- Representative, Christian Ley Construction

Mr. Rodel Mendeja
 Ms. Sushmita Blair
 Mr. Gerardo B. Ordiz, Jr.
 Ms. Maria Victoria D. Teston

- Representative, Christian Ley Construction
 - Representative, MPZ Carreon Builders
 - Representative, 3G Powerplus 2C Corporation
 - Representative, DK Jocson Construction

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 July 31, 2025 was called to order at 2:08 pm, 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	PCAB CLASSIFICATION	CONTRACT DURATION
1. Repainting and Improvement of Imus Guard House (2 nd Posting)	₱ 1,023,595.78	Fund 164	General Building (GB-1) Small B	120 CD
2. Repair and Improvement of Beautiful House (Granary)	₱ 2,980,101.24	Fund 164	General Building (GB-1) Small B	120 CD
3. Construction of CEMDS Parking Area	₱ 4,260,467.91	Fund 101	General Building (GB-4) Small B	120 CD
4. Repair and Improvement of College of Arts and Sciences Building	₱ 4,500,000.00	Fund 164	General Building (GB-1) Small B	120 CD
5. Rehabilitation of Four Academic Building at Naic Campus	₱ 50,000,000.00	Fund 101	General Building (GB-1) Medium A	240 CD

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

Engr. OB 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 Imus Guard House (2nd Posting)**
 - Preliminary Works and Earthworks
 - Concrete Works
 - Masonry Works
 - Carpentry Works
 - Miscellaneous Works
 - Trusses and Roofing Works
 - Electrical Works
 - Plumbing Works
 - Painting Works
- **Repair and Improvement of Beautiful House**
 - Preliminary and Dismantling Works
 - Earthworks
 - Concrete Works
 - Masonry Works
 - Tile Works
 - Carpentry Works
 - Steel Works
 - Formworks and Scaffoldings
 - Miscellaneous Works
 - Electrical Works
 - Plumbing Works
 - Painting Works
- **Construction of CEMDS Parking Area**
 - Preliminary Works and Earthworks
 - Concrete Works
 - Masonry Works
 - Carpentry Works and Miscellaneous Works
- **Repair and Improvement of College of Arts and Sciences Building**
 - Preliminary Works and Earthworks
 - Masonry/Tile Works
 - Carpentry Works
 - Miscellaneous Works
 - Plumbing Works
 - Painting Works

▪ **Rehabilitation of Four Academic Building at Naic Campus**

- Preliminary Works and Earthworks
- Concrete Works
- Masonry Works
- Tile Works
- Carpentry Works
- Trusses and Roofing Works
- Miscellaneous Works
- Electrical Works
- Plumbing Works
- Mechanical and Drilling Works
- Fire Protection and FDAS Works
- Painting Works

For the discussion of the last project, Dr. Melbourne R. Talactac, BAC Chair for Infrastructure Projects presided the conference.

Dr. MR Talactac also 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:

Repair and Improvement of Beautiful House (Granary)

- For Steel Works, Item C (Roofing) – excluded no. 8
- For Steel Works, Item D (Stainless Railing) – excluded no. 4
- For Formworks and Scaffolding – excluded no. 2

Construction of CEMDS Parking Area

- Application for Certificate of Occupancy is excluded

Key Personnel

- For the Organizational Structure, the minimum key personnel requirement is indicated in the bidding documents per project.
- All key personnel should be included in the list of personnel for submission.
- Experience Requirement for Key Personnel – General construction
- Licenses of Key Personnel should be valid.
- Supporting Documents for Key Personnel (For Engineers and Foremen). Laborers are excluded
- 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.
- Master plumbers must supervise plumbing works, and cannot be replaced by a Sanitary Engineer.

- 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.
- All key personnel should be included in the list of personnel for submission.

Single Largest Completed Contract (SLCC)

- General construction

Discrepancy between Scope of Work and Plans

- The scope of work prevails

Equipment Requirement

- Alternative machines or tools may be declared provided that they serve the same function as those originally specified. All equipment should be operational and functional.

Site Inspection

- Site inspection may be conducted from Monday to Thursday.
- Prospective bidders may coordinate with the BAC Secretary for scheduling.
- Prospective bidders are advised their technical personnel to conduct the site inspection.

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.
- Bidders are advised to prepare the detailed estimates based on the scope of works, specifications and plans. No lump sum offers shall be allowed. A summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in the coming up with the Bid should also be included.
- 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.
- 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.
- Exact addresses of respective offices should be declared, including satellite offices if applicable.
- Prospective bidders are advised to ensure the completeness of the bid to be submitted and carefully read the Instruction to Bidders.

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 Imus Guard House (2 nd Posting)	₱ 5,000.00
2) Repair and Improvement of Beautiful House (Granary)	₱ 5,000.00
3) Construction of CEMDS Parking Area	₱ 5,000.00
4) Repair and Improvement of College of Arts and Sciences Building	₱ 5,000.00
5) Rehabilitation of Four Academic Building at Naic Campus	₱ 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	August 10, 2025 Contact information: (046) 889-6373 0933-1553084 bacinfra@cvsu.edu.ph
DEADLINE OF SUBMISSION OF BIDS	August 20, 2025; 12:00 noon Procurement Office, Administration Building, Cavite State University, Indang, Cavite
OPENING OF BIDS	August 20, 2025 S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite 1:00 pm – Repair and Improvement of Imus Guard House (2 nd Posting) 1:30 pm – Repair and Improvement of Beautiful House (Granary) 2:00 pm – Construction of CEMDS Parking Area 2:30 pm – Repair and Improvement of College of Arts and Sciences Building 3:00 pm – Rehabilitation of Four Academic Building at Naic Campus

Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 3:41 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 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).