



University of Southeastern Philippines  
*Bids and Awards Committee*

## Minutes Pre-Bid Conference

Project: **Construction of Administrative Building**

Contract No. 2018-15/INFRA

July 20, 2018 at 2:00 p.m

Venue : USEP-OP Board Room,

Obrero Campus, Davao City

Approved ABC : PhP. 96,588,128.08

**Present were:**

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Edeliza S. Gonzales	-	Member
Dr. Emilia P. Pacoy	-	Member
Dr. Maychelle M. Nugas	-	Member
Dr. Reynilo Garcia	-	Member
Ms. Ma. Luisa B. Faunillan	-	VP for Admin

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta Macarayo	-	Member
Ms. Ma. Luz M. Serafica	-	Member
Ms. Xyril Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

TWG:

Mr. Aznar Dax Raymond	-	PDD Draftsman
Arch. Ericson Europa	-	TWG/PDD Director

Procurement:

Ms. Nora Dela Viña	-	Procurement Head
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Bidder/s:

Mr. Melvin Aries Pinuela	-	Project Engineer/Amazing Find Builders
Ms. Ellen Therese Jaso	-	Liason staff Golden Vido
Mr. Ruben Sumagang	-	Field Engineer Verzontal Builders, Inc
Mr. Jessie Daypuyart	-	Field Engineer Verzontal Builders, Inc
Mr. Roger M. Bas	-	Civil Engineer/AVECS Corporation

## Proceedings:

The activity commence with a group prayer.

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 2:00 o'clock in the afternoon. The roll call was made and there was a quorum with five (5) BAC members who were present during the meeting followed by the BAC Secretariat Members, TWG, Observers & Bidders they were:

### BAC members:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Edeliza S. Gonzales	-	Member
Dr. Emilia P. Pacoy	-	Member
Dr. Maychelle M. Nugas	-	Member
Dr. Reynilo Garcia	-	Member
Ms. Ma. Luisa B. Faunillan	-	VP for Admin

### BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta Macarayo	-	Member
Ms. Ma. Luz M. Serafica	-	Member
Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

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Mr. Roger M. Bas	-	Civil Engineer/AVECS Corporation

### 1. Business Matters:

BAC Chairman, Dr. Biton informed the body that the purpose of the prebid conference is done for the project with an ABC of PhP. 96,588,228.08, with Five Hundred (500) calendar days. She expressed to the body if ever who will be the winning bidder that if possible the proposed projects will be done on time and avoid negative slippage.

She emphasized in the eligibility requirement and the ground rules that will govern the procurement process and informed the bidders regarding the legal, technical and financial components of the contract to be bid.

She mentioned that this is also an opportunity for the prospective bidders to request for clarifications about the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin. (IRR-A Section 22.4)

She emphasized the importance for the presence of responsible and knowledgeable officials attending the pre-bid conference and the persons who actually formulated the scope of work, plans and technical specifications for the project should be present and

among those representing the Procuring Entity. She encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

#### Eligibility Requirements:

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased;

All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted;

Likewise, any missing documents as required in

#### Bidders Responsibilities 6.2(f)

"ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct"

#### Philgeps Certificate of Registration and Membership

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPs a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):  
Registration Certificate;

Mayor's/Business Permit or its Equivalent Document;

Tax Clearance;

#### Audited Financial Statements.

For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA 9184.

#### ***Eligibility Requirement for Infra under:***

##### ***Class A Documents***

1. DTI/SEC/Cooperative Development Authority (CDA) Registration
2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. PCAB license and registration
7. Audited financial statement
8. NFCC\*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184



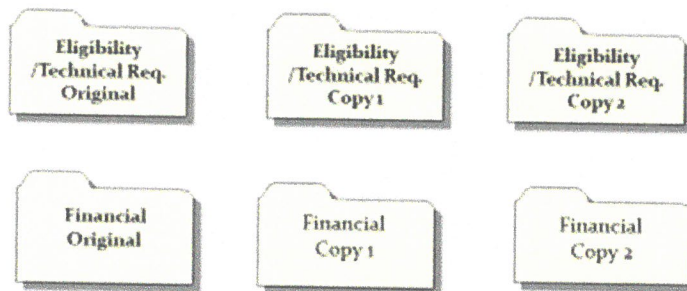
The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier’s check/manager’s check, bank draft/guarantee or irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of PhP 1,931,762.56, if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an equivalent amount of PhP 4,829,406.40

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

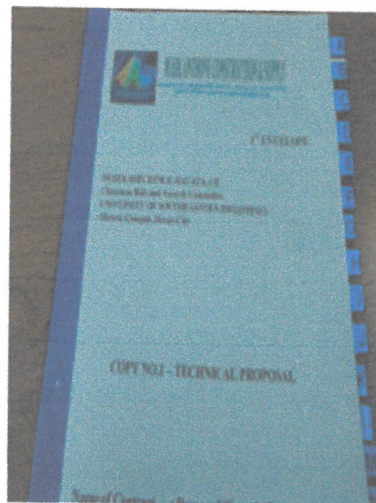
There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined.

## SEALING AND MARKING OF BIDS

- The bidder shall submit **three copies** of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.



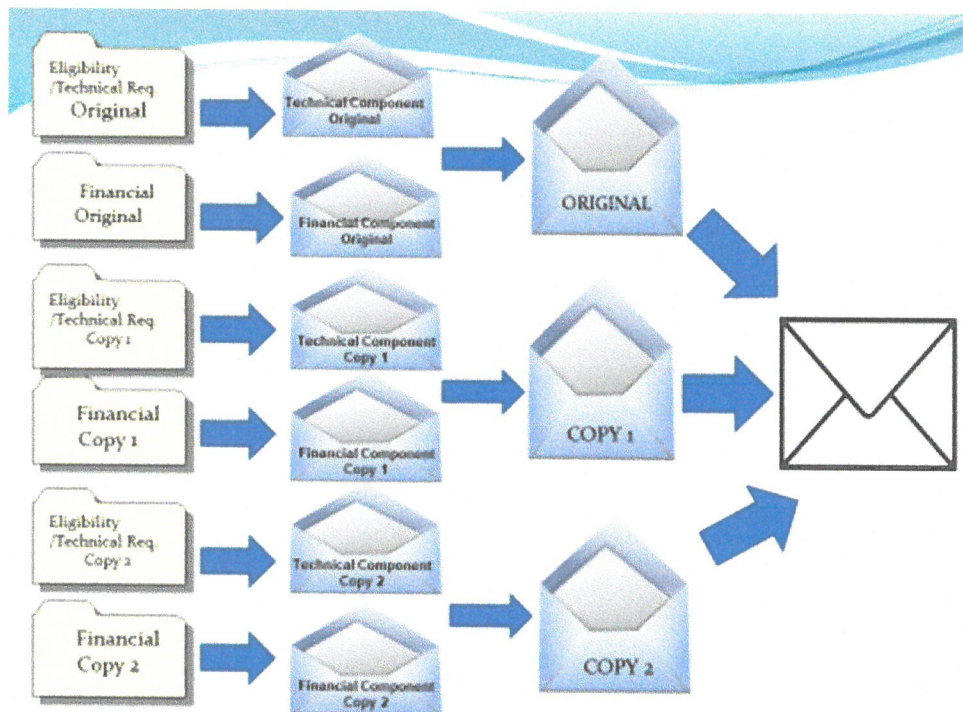
- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.





The folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope marked as “ORIGINAL BID”

The same is done to copy 1 and copy 2.



All envelopes shall :

- Contain the name of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;
- Should be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1;
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- Bear a warning ‘DO NOT OPEN BEFORE.... “the date and time for the opening of bids”, in accordance with ITB Clause 21.

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

The deadline for submission of bids is on August 02, 2018 (Thursday) Cut-off time will be at 2:00 p.m. and Opening of bids shall immediately follow. The venue will be at the USEP-OP Board Room. Any bid submitted after the cut-off time shall be declared late and shall not be anymore accepted.

**PRESENTATION OF TECHNICAL WORKING GROUP/PDD**

PDD/TWG presented the details of the said project: The Construction of Administrative Building Phase 1 is a building that will house different offices and divisions of the university. The first phase of the project shall consist mainly of structural works from foundation to the columns, beams and slab in the fourth-floor level; roughing-ins from the electrical and plumbing systems shall be included in the phase 1.

The duration of the proposed construction is **500 calendar days**. The project ABC is **Php 96,588,128.08**

**Scope of Works:**

**I – GENERAL REQUIREMENTS**

Includes Mobilization & Demobilization; Construction Safety  
Bureau of Fire Fee and other Processing Fee  
Project Signage

**II – ENGINEERING AND ALLIED SERVICES**

SPL 1 (Structural Design)  
SPL 2 (Electrical Design)  
SPL 3 (Plumbing Design)  
SPL 4 (Electronics Design)  
SPL 5 (Mechanical Design)

**III – SITE WORKS & EARTHWORKS**

Includes Demolition works, Hauling of Debris, Surface Preparation and Scaffolding  
Includes Layout and Staking, Excavation, Backfilling and Compaction, Gravel Fill, and Soil Poisoning.

**IV – FORMWORKS**

Formworks for Footings, Tie Beams, Columns, Stairs, Floor Slab in the 2nd, 3rd and 4th Floor (Steel Deck)

**EXISTING CONDITION**  
*USoP-Physical Development Division Office*





**EXISTING CONDITION**  
*USEP-Physical Development Division Office*



**EXISTING CONDITION**  
*USEP-Physical Development Division Office*





**EXISTING CONDITION**  
*USeP-Physical Development Division Office*



**EXISTING CONDITION**  
*USeP-Physical Development Division Office*







**ARCHITECT'S PERSPECTIVE**  
*USeP- Physical Development Division Office*



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*USeP- Physical Development Division Office*







**ARCHITECT'S PERSPECTIVE**  
*USAP- Physical Development Division Office*



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**ARCHITECT'S PERSPECTIVE**  
*USeP- Physical Development Division Office*



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*USeP- Physical Development Division Office*







**ARCHITECT'S PERSPECTIVE**

*USaP- Physical Development Division Office*

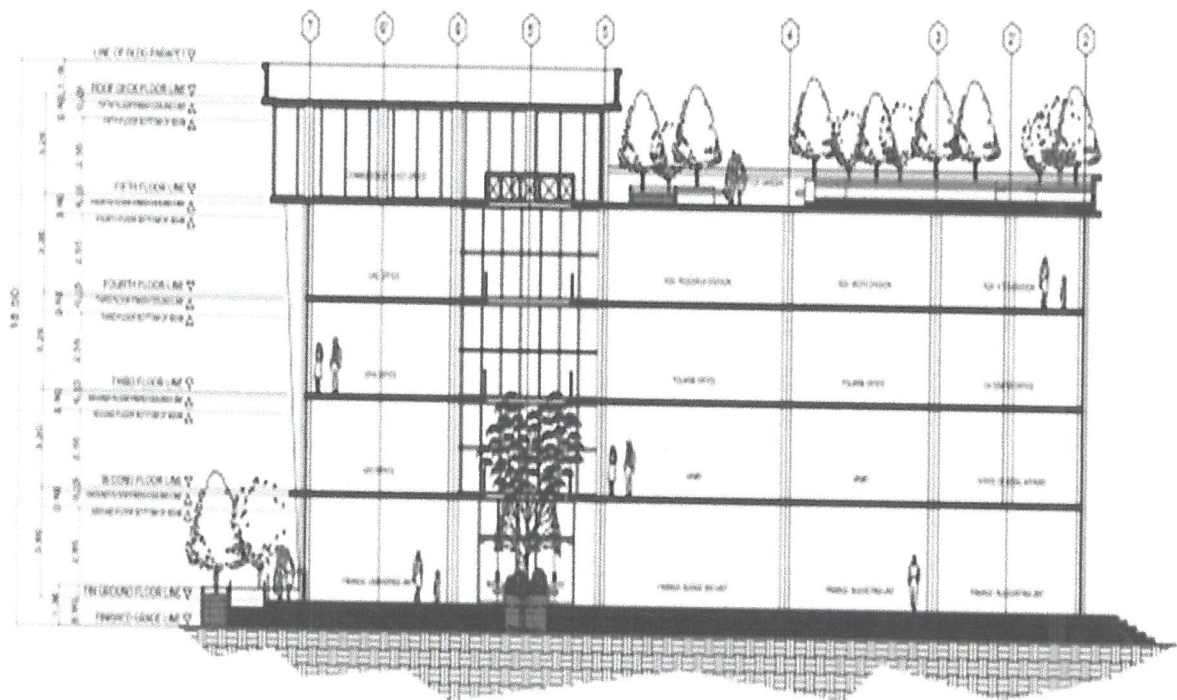


**ARCHITECT'S PERSPECTIVE**

*USaP- Physical Development Division Office*







### SCOPE OF PHASE 1

USeP-Physical Development Division Office

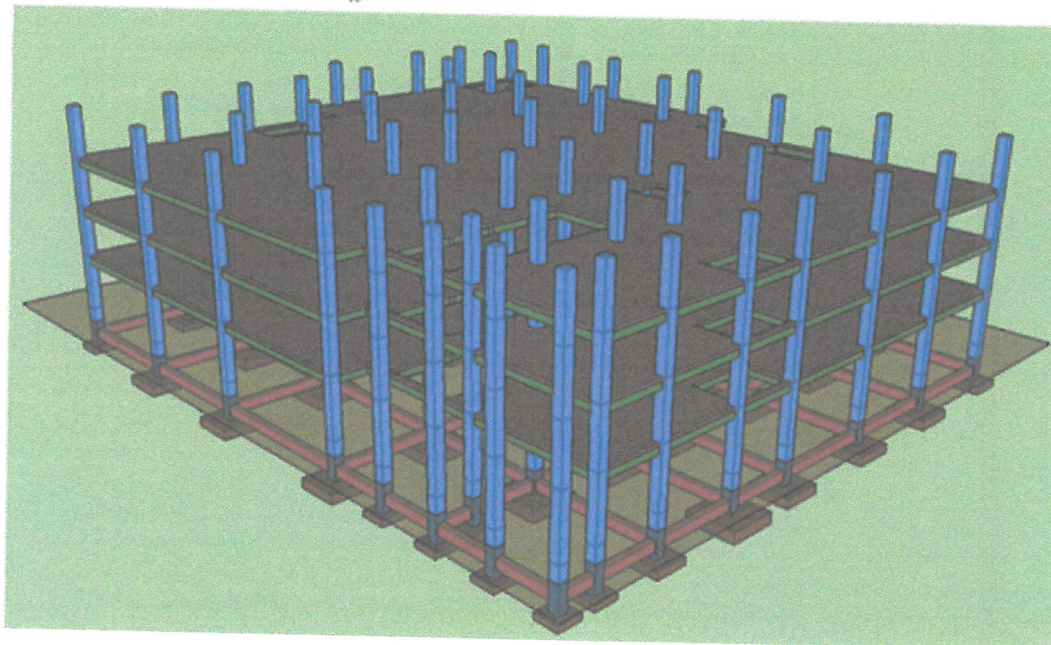
- DEMOLITION OF EXISTING HM BUILDING
- SITE PREPARATION (SITE CLEARING AND TREE UPROOTING)
- ALL REINFORCED CONCRETE FOUNDATIONS AND COLUMNS
- ALL STRUCTURAL STEEL COLUMNS AND BEAMS FROM FIRST FLOOR TO FOURTH FLOOR (UP TO FIFTH FLOOR COLUMN)
- ALL SLAB ON STEEL DECK FROM FIRST FLOOR TO FOURTH FLOOR
- ROUGHING-INS FOR ALL ELECTRICAL AND PLUMBING SYSTEMS





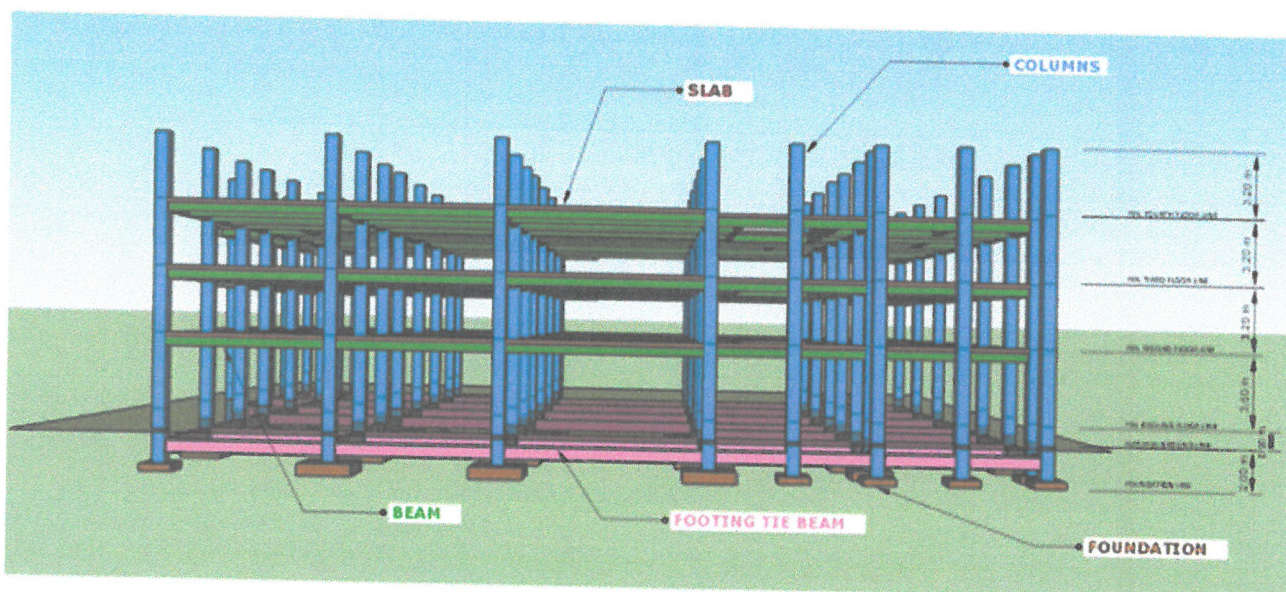
## SCOPE OF PHASE 1

USEP- Physical Development Division Office



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USEP- Physical Development Division Office



### Additional Requirements:

Rules and regulations of the school will be strictly followed.

No gambling, smoking, and drinking alcoholic drinks within the University.

Observe flag ceremony and lowering of the flag every Monday morning and Friday afternoon as well as all other university activities.

No sleeping inside the school premises except for two persons who will safeguard their materials.

Concrete pouring for slab should be monolithic.

Contractors are to apply for their own power from Davao Light and water from DCWD.

All contractors personnel, whether regular or pakyaw or special skilled labor must wear their ID, PPE, company uniform while inside the campus.

All personnel must refrain from activities that may be construed as disturbing to the women, faculty, staff or students at all times.

### **Suspension due to inclement weather**

Suspension due to inclement weather will only be granted on the following conditions:

1. The existence of severe weather disruption.
2. The work as in the approved schedule is really affected.
3. The work is on time (not late )

### **OPEN FORUM/QUERIES/CLARIFICATIONS:**

The BAC Chair asked the body for clarifications and queries

One of the bidder from AVECs corp. asked can we change the design?

Arch. Replied: No we cannot change the design, unless we have to ask the structural engineers for some changes.

Mam Liz (VP Admin) informed the body regarding the Taxes. She emphasized that taxes is 12% VAT.

Versontal Builders mentioned that during the collection the Tax is deducted

Mam Liz replied 7% of Tax is deducted (5% & 2%)

Bidders from Amazing inquired in Single largest completed project should be design and build?

Arch responded “that proposed project build not design whoever is the winning bidder just pay the design as included in the bidding documents.

Versontal Builders asked “do we need to fence the area? What kind of fence?

Arch. Europa answered “actually we don’t require what kind of fence, but make sure for the safety of the employees and students, G.I sheets is preferred since the duration of the project is 500 calendar days see to it that it is durable.

Versontal Builders asked on Fire Safety?

Arch answered that the University will take care of the Fire Safety.

Versontal : How about cutting of trees?

Arch. Europa: replied “we have permit from the DENR, the documents is already there. Processing is ongoing as we wait for the winning bidder.

AVEC Corp. “for demolition of the buildings?

Mam Liz responded that all the usable materials will be turned over to the University and those considered garbage will be disposed.

Avec Corp asked : What about for logs/trees?

Mam Liz replied : for logs, we will make use of usable materials for furniture and others needed for the University.



Amazing Find Builders asked: for Scope of works and structural design?

Engr. Chua: replied we have outsourced engineering

Mam Liz mentioned that we have already included the design and included the amount in the bidding documents, you pay that to them if ever you are the winning bidder  
Versontal Builders “Can we have an overtime or can do overtime everyday?”

Arch. Europa responded “We allow overtime if you want to meet the deadline or catch up for the calendar days. You may write a request for an overtime of days.

Arch. Europa informed about the workers of the winning bidders, we require and NBI because we have a number of construction and we want to make sure who they are coming in.

Dr. Biton (BAC Chair) mentioned that there are minor age in the construction.

Versontal : “ How about drug test is it mandatory?”

Dr. Gonzales : “Yah,because there are workers, who took pictures of our students.

Arch. Europa “That is why the fence should be tall so that there will be no contact in the perimeter or outside the site.

Dr. Biton “During construction, I think there is a supervisor who will supervised

Versontal “yes, safety officer will be there always”

VP Admin (Liz Faunillan) read the message from Dr. Generalao (President) to remind the winning bidder:

1. Faithfully accomplish the construction per schedule in contract.
2. The building permit should not be the reason for very long delay. The law is now passed to shorten the process of doing business with government. We will invoke this.
3. Once issued the 10% mobilization fee, admin would monitor and see to it that the work start immediately.
4. The admin will strictly monitor the contractor’s performance. Every week the admin and CAO will submit to OP a monitoring report (please provide them with matrix)
5. Upon validation, if delays are attributed to the contractor, the contract will be terminated when LD has reached 15%. This is prescribed by law.
6. Variation Order is strictly discouraged.
7. President does not tolerate giving of money for SOP, token, gifts to any of the personnel in the university, permanent or contractual. If university personnel will ask any form of favor from you please inform the President (please provide m my number).
8. Please add. Thanks.

Bidders from AVEC Corp. inquired on the expired PCAB license

Dr. Gonzales call for Engr. Lagmay, COA auditor regarding the renewal of PCAB license it takes 3 to 4 months.

Dr. Biton, informed the bidder that the BAC will issue the bid bulletin if ever there some clarification.



Followed-up:

According to Mam Ed (University President)

Non-policy opinion states “that both should be current. If the requirement lapsed it follows that license is not valid so that it should be both current. So that the clarification was cleared to the bidders whose PCAB license is already expire

Mam Liz informed the body that the upper part of the PCAB form is important, as mentioned by Engr. Lagmay, COA auditor.

BAC Chair, we are reminding to all prospective bidders to please look into the PCAB license if it is current and not expired.

Versontal Builders “actually most of all contractors PCAB expired last June 30, 2018


Mam Liz informed the body that we will review the PCAB guidelines. As it was stated under “NPN No. 2016-104 dated December 06, 2016 stated “(A) PCAB license as an eligibility requirement for the procurement of infrastructure projects under Section 23.1 (a) (iv) of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 should be valid at the time of the deadline for the submission and opening of bids. In the case at hand, the bidders should have submitted a PCAB license that is valid as of the date of the deadline for the submission of bids and opening of bid.”

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 3:00 pm.

Prepared by:

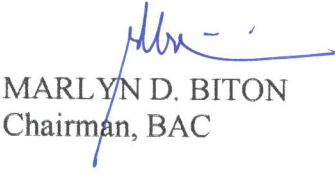


RESTITUTA D. MACARAYO  
BAC Secretariat Member



OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:



MARLYN D. BITON  
Chairman, BAC