



**University of Southeastern Philippines**  
*Bids and Awards Committee*

**Minutes Pre-Bid Conference**

**Project: Proposed Roofing of College of Education Phase I**

Contract No. 2018-11/Infra

August 16, 2018 at 10:30 AM

Venue: USEP-University Hostel Conference Room,  
Obrero Campus, Davao City

Approved ABC: PhP 6,417,279.55

**Present were:**

**Bids and Awards Committee:**

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Reynilo D. Garcia	-	Member
Dr. Emilia P. Pacoy	-	Member
Dr. Edeliza S. Gonzales	-	Member
Dr. Maychelle Nugas	-	Member

**BAC Secretariat:**

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta Macarayo	-	Member
Ms. Emmele Embat	-	Member

**TWG:**

Engr. Florencio Chua	-	University Engineer
Ms. Jenny P. Latoja	-	PDD/Draftsman

**Procurement Unit:**

Ms. Nora Dela Viña	-	Procurement Head
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**Bidders:**

Mr. Robert Cortes	-	Markbuilt Const.
Mr. Richard Florin	-	Minkonstrak
Ms. Maria Ciela A. Recto	-	Gabliness Engineering
Ms. Ana Marie Burdoes	-	Three N <sup>o</sup> Builders Inc.
Mr. Jun Mark Burdeos	-	Agong Builders
Mr. Marvin Aaron Pinuela	-	Amazing Find Builders
Ms. Ellen Therese J. Jaso	-	Golden Vido Builders, Inc.
Ms. Alma Adelyn P. Macalunsod	-	Golden Vido Builders, Inc.

**Proceedings:**

The activity commenced with a prayer.

Upon declaration of a quorum, the Bids and Awards Committee (BAC) Chair, Dr. Marlyn Biton, called the meeting to order at 10:30 AM.

## 1. Business Matters:

BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid conference for the project with an Approved Budget for the Contract (ABC) of PhP 6,417,279.55 within One Hundred Twenty (120) calendar days as project duration. She said that she hoped the proposed project would be completed on time by the winning bidder to avoid negative slippage.

She emphasized the eligibility requirement and the ground rules that will govern the procurement process and informed the bidders of 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 also emphasized the importance of 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, and among those representing the Procuring Entity. She also stressed that it is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

The BAC Chair highlighted the following:

### Eligibility Requirements:

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

### 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

The 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 128,345.59**. However, 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 320,863.98**.

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.

The additional documents required by the checklist can be submitted during the post-qualification process, when the bidder with the Lowest Calculated Bid has been determined.

All submitted documents, including Copies 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. The bidder is advised to bring the original copies of the documents submitted.

Dr. Biton emphasized that the company head must use fresh, violet ink for the “Certified True Copy from the Original” stamp in order for the bidding requirements to qualify. Dr. Biton also clarified the PCAB license and registration which should be valid during the opening of bid.

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.

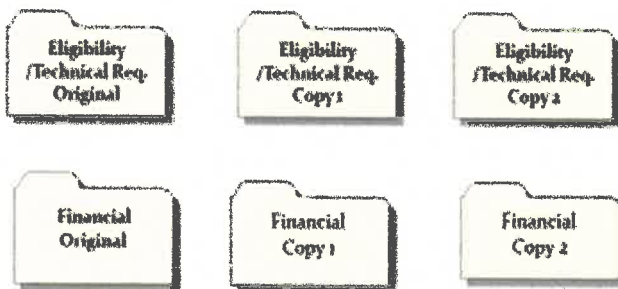
For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, eligibility documents under Section 23.1, 2016 IRR of RA 9184 must be submitted.

Sealing and Marking of Bids

The BAC Chair presented the following slides:

**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.

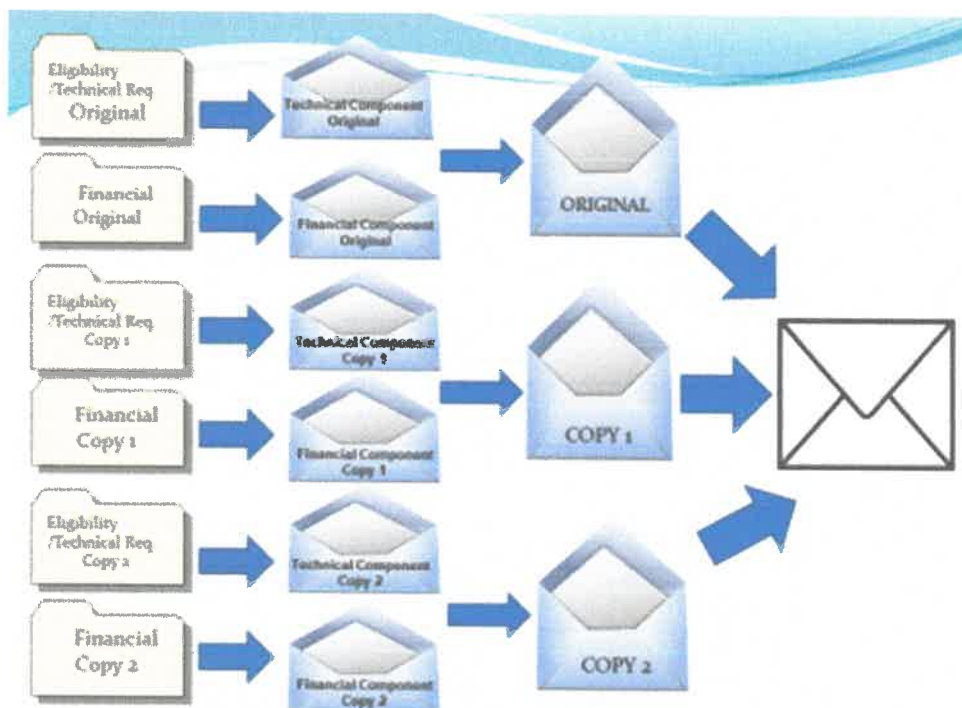


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/marking. The technical component should be separately fastened from the financial component.



The BAC Chair mentioned that 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;
  - 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

- e. Bear the warning *DO NOT OPEN BEFORE* (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.

#### SUBMISSION OF BIDS

The deadline for submission of bids is on 29 August 2018 (Wednesday). Cut-off time will be at 1:30 p.m. and Opening of Bids shall immediately follow. The venue will be at the USEP-Dormitory Conference Room. Any bid submitted after the cut-off time shall be declared late and shall not be accepted.

#### **PRESENTATION OF THE TECHNICAL WORKING GROUP/PDD**

#### **PROJECT DESCRIPTION**

The Construction of CED Roofing Phase-I is mainly a steel structure roofing that also includes storm drainage facility. The design proposal will solve the water penetration on the concrete slab and it will provide additional space for classrooms.

The ABC for the project is Php 6,417,272.15, with project duration of 120 calendar days.

#### **SCOPE OF WORKS**

##### GENERAL REQUIREMENTS

Mobilization and Demobilization,

Construction Safety (include Personal Protective Equipment, Worker ID's, medical supplies, first aid kits, safety and hazard signage, barricades and Safety Personnel, assembling of safety nets.)

Project Signage

##### SITE WORKS AND EARTHWORKS

Excavation (Storm Drainage System)

Hauling of Trusses

Hauling and Disposal of Debris and Waste

Removal, Demolition and Relocation

Removal of CHB walls and roofing (stairs)

Relocation of Existing Water Line

Plumbing (Existing VSTR)

Demolition and Restoration of Supply Room and Hallway Flooring

##### SCAFFOLDING & FORMWORKS

Assembling and disassembling of formworks and steel scaffolding on site

Formworks for Column Pedestal

##### REINFORCED CONCRETE WORKS

Column Pedestal

Anchorage of Beam (where necessary)

##### ROOFING AND STEEL WORKS

Supply, Labor and Installation of 1.2mm thk. Translucent PVC and Long Span G.I. Sheet

Pre-Painted Rib-Type roofing sheets provided with Polyethylene Thermal Insulation Foam

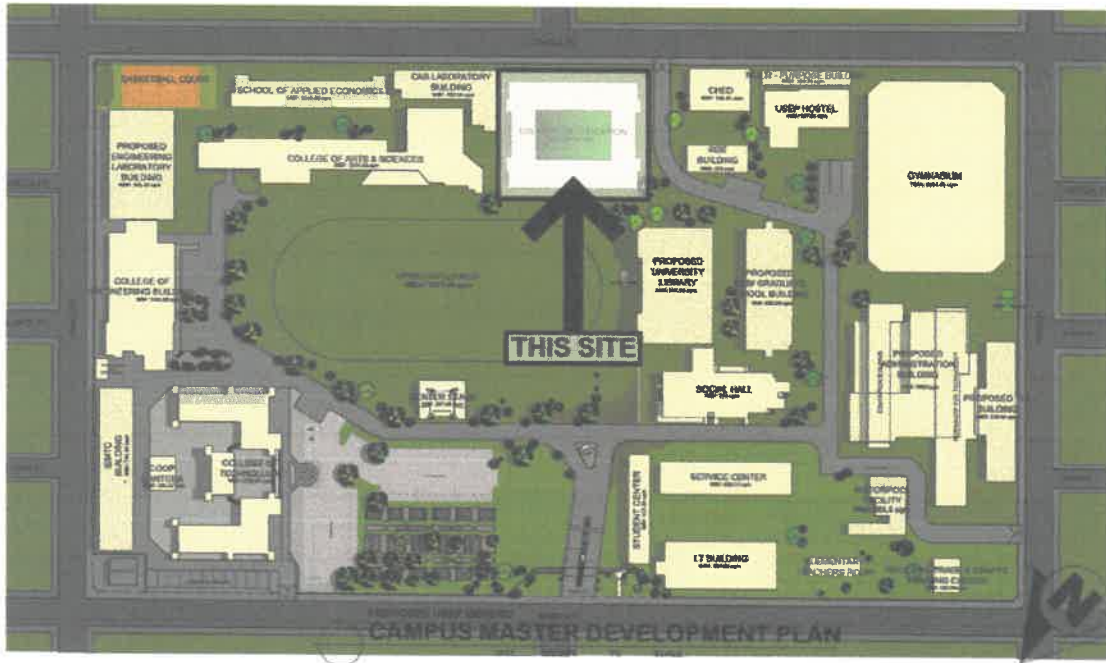
Gutter, Fascia, Flashing, Ridge and Gable End

Aluminum Z-Blade Louvers

Cee Purlins, Angle Bar, Sag Rod and Cross Bracing with Turnbuckle

Trusses, Girder, Catwalk and Steel Post

**PAINTING WORKS  
PLUMBING WORKS  
Storm Drainage  
Catch Basin and Anti-Backflow System**



**EXISTING SITE**   
UNIVERSITY OF SOUTHEASTERN PHILIPPINES



**EXISTING SITE**   
UNIVERSITY OF SOUTHEASTERN PHILIPPINES



**EXISTING SITE**   
UNIVERSITY OF SOUTHEASTERN PHILIPPINES





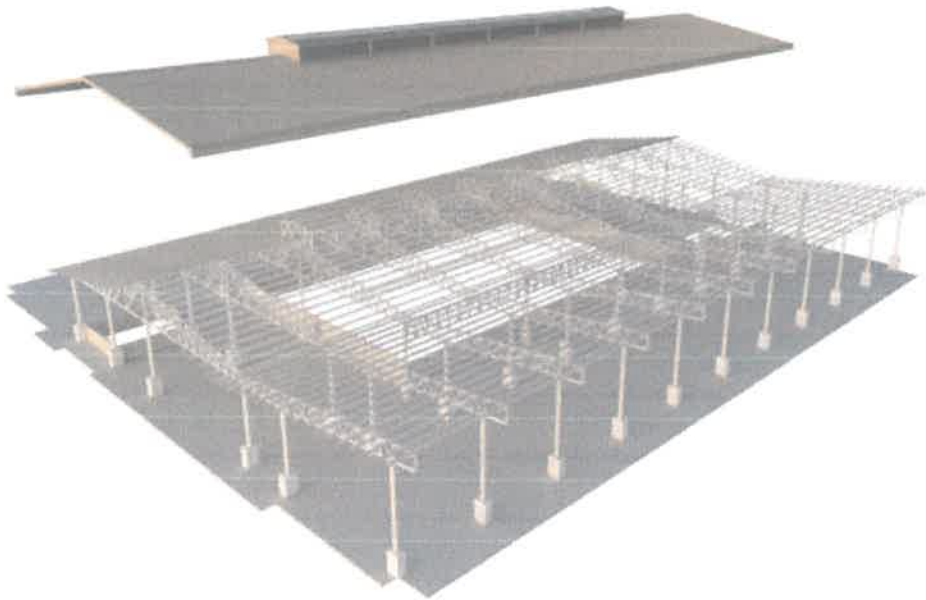


**EXISTING SITE**  
UNIVERSITY OF SOUTHEASTERN PHILIPPINES



**EXISTING SITE**  
UNIVERSITY OF SOUTHEASTERN PHILIPPINES

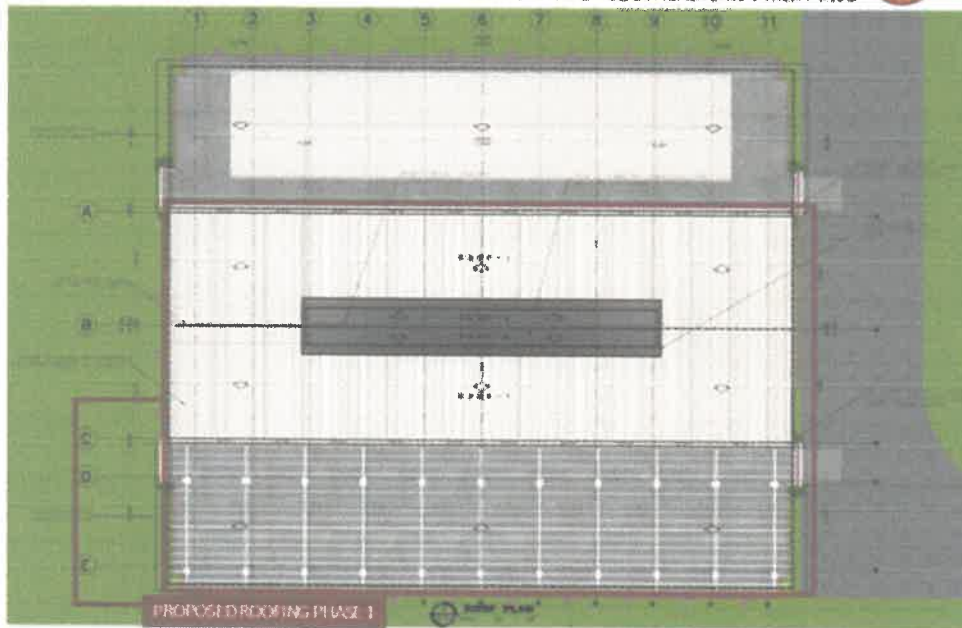




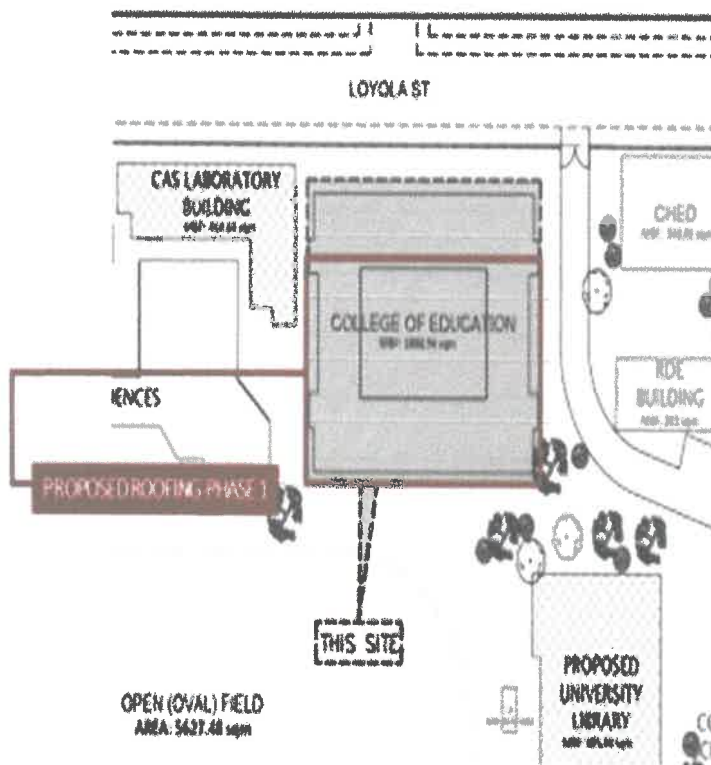




**ROOF PLAN**  
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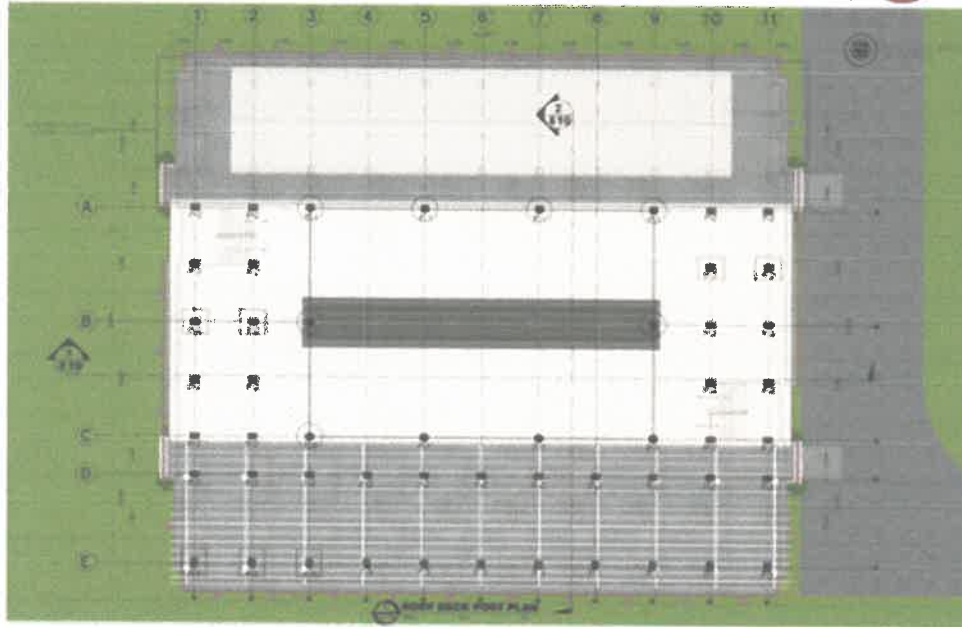


**SITE DEVELOPMENT PLAN**  
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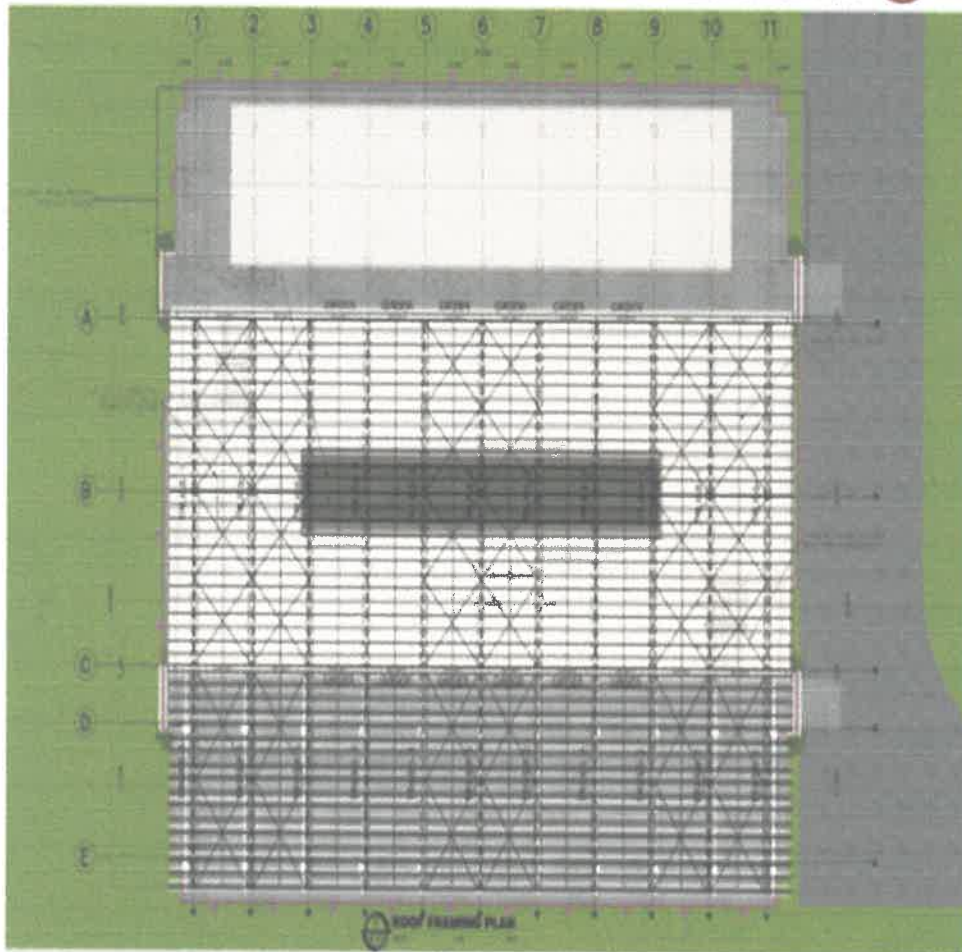
# ROOF DECK POST PLAN

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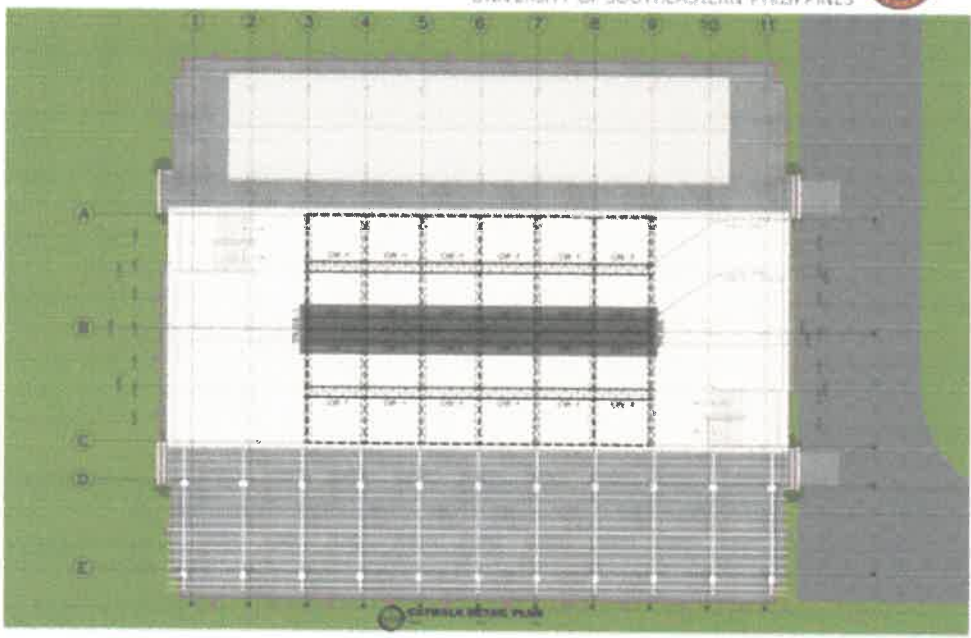
# ROOF FRAMING PLAN

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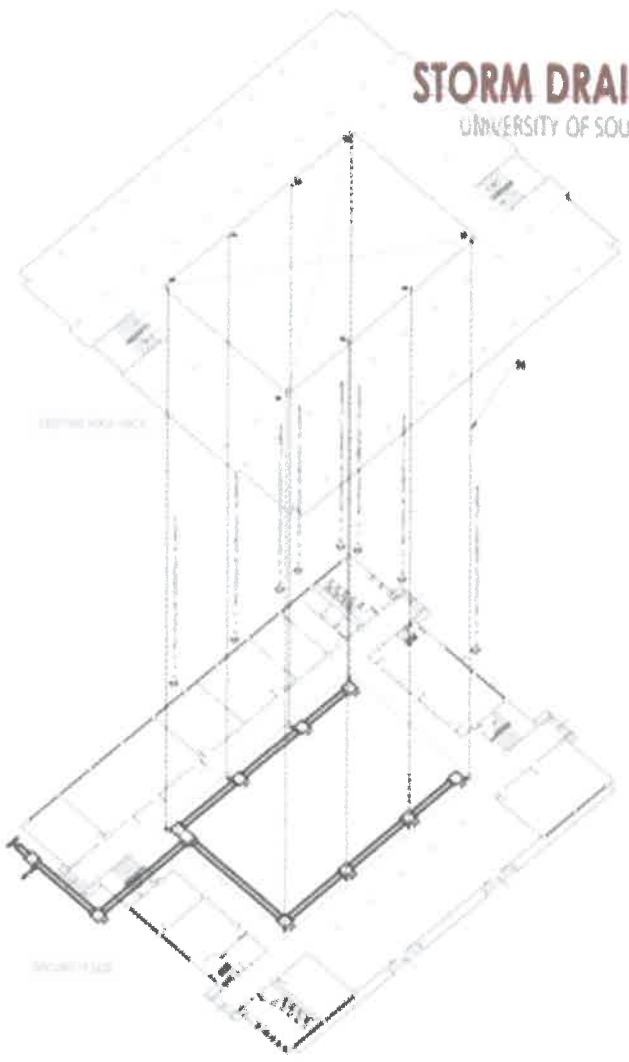
# CATWALK PLAN

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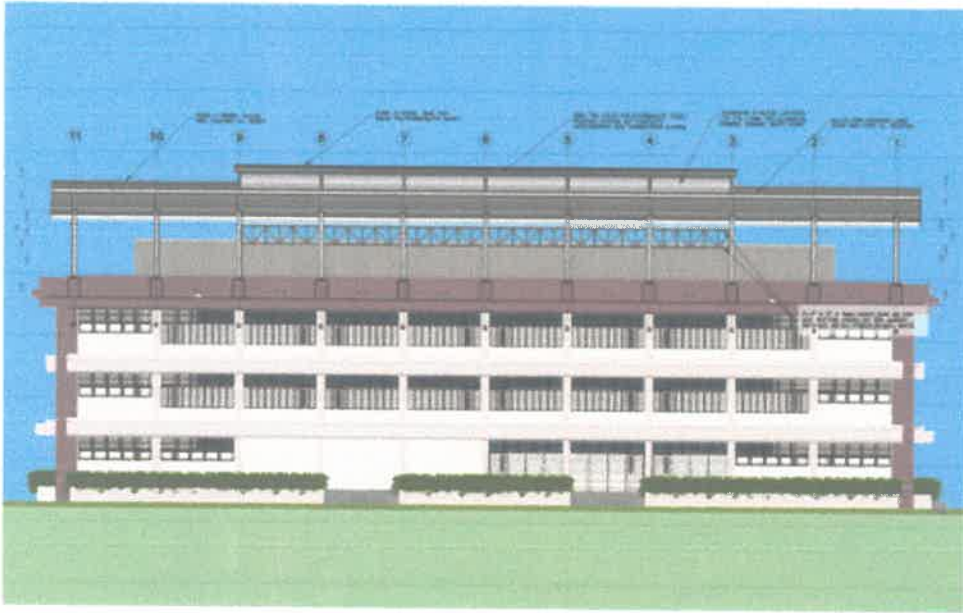


# STORM DRAINAGE PLAN

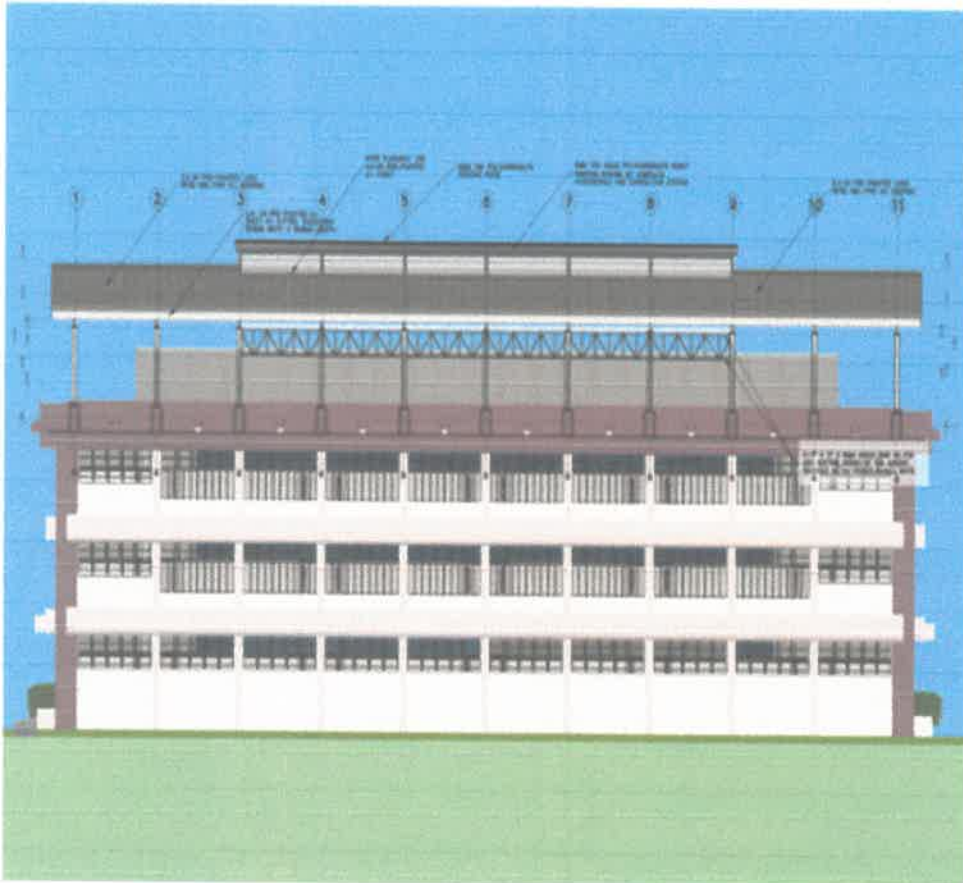
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**FRONT ELEVATION**  
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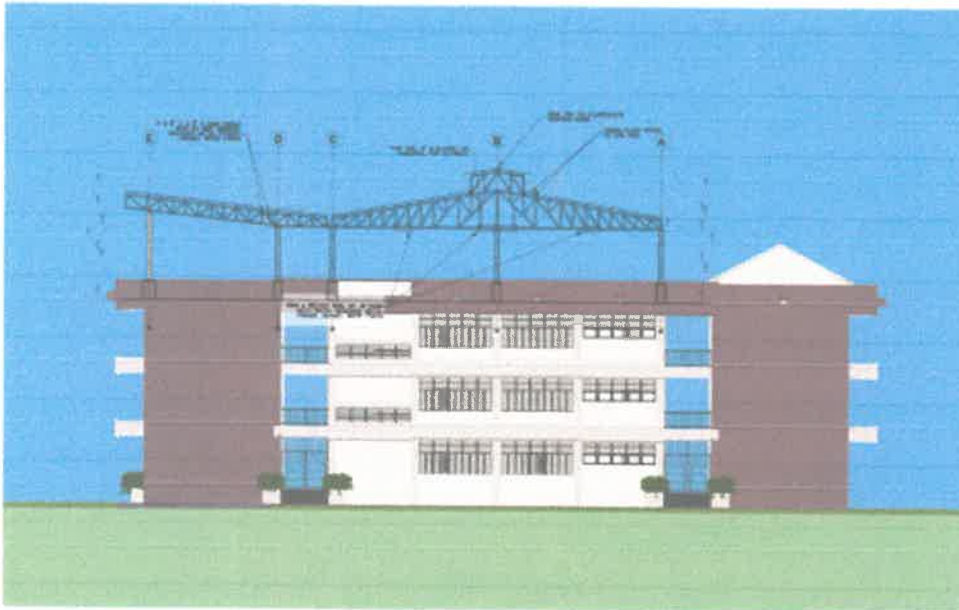
**REAR ELEVATION**  
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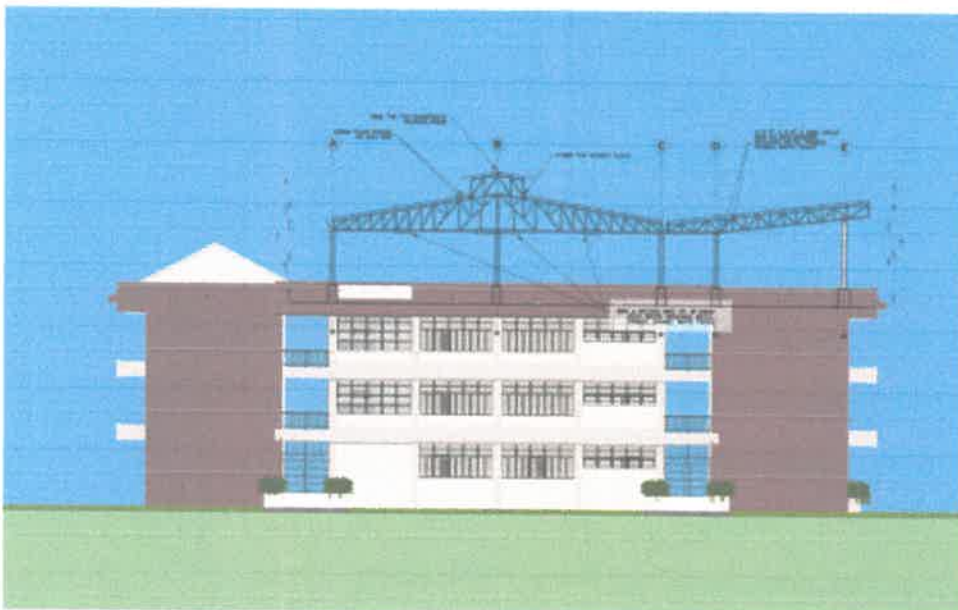
## RIGHT SIDE ELEVATION

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## LEFT SIDE ELEVATION

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### ADDITIONAL NOTES

- a. All workers and personnel must follow the University's Rules and Regulations.
- b. There must be no gambling, smoking and drinking of alcohol/liquor within the University's premises.
- c. All workers must pay respect and participate during Philippine Flag ceremonies held during Monday mornings and Friday afternoons. All construction works must be halted and must resume only after Philippine Flag Raising and Retreat.
- d. Only two (2) persons are allowed for overnight stay-ins to serve as safeguards to the construction site and construction materials.
- e. All materials and finishes to be installed must secure a Request for Approval and/or Request for Installation Form.
- f. All contractors are required to apply for Water and Power connections from Davao Light and Davao City Water District.
- g. All Workers and Personnel must wear IDs, PPE and Company Uniform inside the campus at all times.

- h. All workers and personnel must refrain from making disturbing gestures and remarks (such as catcalling) to students, faculty, staff, and/or to any individual inside the campus.

### **REQUEST FOR TIME SUSPENSION DUE TO WEATHER CONDITION**

Request for Time Suspension due to weather condition will only be approved based on the following terms:

- a. If the accomplishment of the construction project is ahead of time schedule or on schedule.
- b. If the weather condition is severe and may affect project work schedule (such as excavation, concrete pouring, and exterior finishing works), and it must be supported with a document and/or report certified from a weather bureau or PAG-ASA.

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

Dr. Biton encouraged bidders to ask questions and clarifications regarding the bidding requirements and the scope of works of the projects.

She mentioned that bidding documents are already available in the BAC office. She informed the bidders to visit the PDD office if there are clarifications regarding the scope of work.

Engr. Chua informed the bidders to make a site visit of the existing location of the proposed projects.

### **Adjournment:**

With no further instructions from the BAC and clarifications from the Body, the Pre-bid Conference was adjourned at 11:00 AM.

Prepared by:

  
**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:

  
**MARLYN D. BITON**  
BAC Chairman