



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Construction of Quality Assurance, Accreditation, TLE
Building (Phase 2)**

Contract No. 2018-12/INFRA

August 16, 2018 at 10:00 am

Venue: USEP Dormitory Conference Room, Obrero Campus, Davao City

Approved ABC: PhP 29,231,477.75

Present were:

Bids and Awards 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

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta Macarayo	-	Member
Ms. Emmele L. Embat	-	Member
Ms. Xyril Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

TWG:

Engr. Florencio Chua	-	University Engineer
Mr. Dax Raymond Aznar	-	PDD Draftsman
Ms. Jenny Latoja	-	PDD Draftsman
Mr. Kim To Montederamos	-	PDD Draftsman

Procurement:

Ms. Nora Dela Viña	-	Procurement Head
--------------------	---	------------------

Bidder/s:

Mr. Melvin Aries Pinuela	-	Project Engr, Amazing Find Builders
Mr. Robert Cortes	-	Markbuilt Const
Mr. Richard Florin	-	Minkonstrak
Ms. Ana Marie Burdeos	-	3W Builders Inc.
Mr. Jun Mark Burdeos	-	3W Builders
Ms. Alma Adelyn MAcalunsod	-	Golden Vido
Ms. Ellen Therese Jaso	-	Golden Vido
Mr. Antero Magellan Garlines	-	Gablins Engineering

Ms. Marie Ciela A. Recto - Gablines Engineering

Also present:

Ms. Ma. Luisa B. Faunillan - VP for Admin

A. 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 10:00 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 29,231,477.75 within Two Hundred Fifty (250) 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

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 584,629.56**. 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 1,461,573.89**. 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 Bid had already 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;

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.

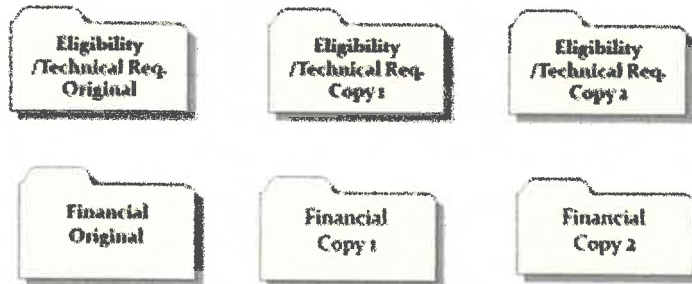
For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, eligibility documents under Section 23.1, 2016 IRR of RA 9184 must be submitted.

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.

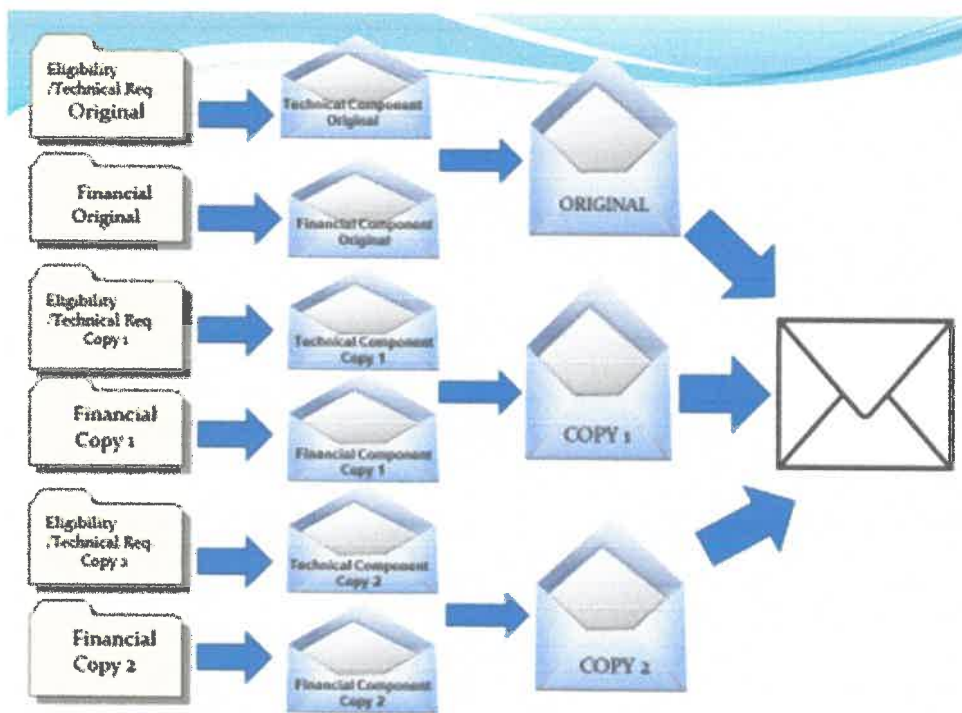


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



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:

- a. Contain the name of the contract to be bid in capital letters;
- b. Bear the name and address of the Bidder in capital letters;
- c. Be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- d. Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- e. 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.

SUBMISSION OF BIDS

The deadline for submission of bids is on 31 August 2018 (Friday). Cut-off time will be at 2:00 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.

B. PRESENTATION OF THE TECHNICAL WORKING GROUP/PDD

The Technical Working Group presented the following information:

The QUALITY ASSURANCE ACCREDITATION T.L.E BUILDING is a 4-Storey (with roof deck) structure located along the East side of the USEP Obrero-Campus, fronting Porras Street. The TLE Building Phase 2 is a continuing construction of the Third Floor to Roof Deck structure of the building. The TLE Building houses the following spaces:

Students Business Hall, HE Room, Cold and Hot Kitchen Laboratory, Lecture Rooms, The CGB and CED Faculty Office, and Hostel Rooms (Dormitory Suites, Single Room, Twin Room, Family Suite and Master Suite) and others.

The duration of the project construction is 250 Calendar Days. The Project's Approved Budget Cost is PHP 29,992,714.14.

Scope of Works:

I – GENERAL REQUIREMENTS

Mobilization and Demobilization (include temporary facilities such as field office, furnish and install office equipment, bodega, proper disposal of wastes, cleaning and moving out, temporary connection for water and electricity, and project signage.)

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 and overhead sidewalk protection canopy.)

II – SITE WORKS, FORMWORKS AND SCAFFOLDINGS

III – REINFORCED CONCRETE WORKS

Remaining Third Floor Columns, Beams and Girders, Fourth Floor Columns, Beams and Girders, and Slab, and Fifth Floor Roof Deck Columns, Beams and Girders, Slab and Roof Slab, Rear Porch, Lavatory Counters, Catch basins, Stairs, and Ramps.

IV – STEEL WORKS

Third Floor to Fifth Floor Roof Deck Railings, Stair Railings, PWD Grab Bars, Louvers, Parapet and Ceiling, Roofing and Handrails

V – REINFORCED MASONRY WORKS

Third Floor to Fifth Floor Roof Deck Masonry.

VI – PLASTERING WORKS

Third Floor to Fifth Floor Roof Deck Plastering

VII – ELECTRICAL WORKS

Third Floor to Fifth Floor Roof Deck Lighting and Power System (includes Lighting Fixtures and Accessories, and Telephone Wiring System)

VIII – PLUMBING WORKS

Third Floor to Fifth Floor Roof Deck Sanitary, Waterline System and Roughing Ins, Third Floor to Fifth Floor Roof Deck Fixtures, Downspouts and Catch basins, and Water Tanks.

IX – FIRE PROTECTION

Ground Floor to Fifth Floor Roof Deck Automatic Fire Sprinkler System, Third Floor to Fifth Floor Roof Deck Fire Alarm System.

X – DOORS AND WINDOWS

Third Floor to Fifth Floor Roof Deck Supply and Installation of Doors and Windows.

XI – CARPENTRY WORKS

Third Floor to Fourth Floor Phenolic Partitions, Third Floor and Fourth Floor Ceiling Works.

XII – TILING WORKS

Ground Floor to Fifth Floor Roof Deck Tiling (include Ground Floor Front and Rear Porch, Ramps, Comfort Rooms, Hallways and Rooms) and Ground Floor to Fifth Floor Roof Deck Stairs.

XIII – ROOFING WORKS

Fifth Floor Roof Deck Hallway Roofing and Rear Porch Roofing.

XIV – FINISHING WORKS

Ground Floor to Fifth Floor Roof Deck Exterior and Interior Concrete, Wood and Steel Surfaces Painting, Roof Deck and Roof Slab and Concrete Ledges Waterproofing, Exterior and Interior Cladding.

XV – SPECIAL FURNISHING & ACCESSORIES

Third Floor to Fourth Floor Louvers, Acoustical Bi-folding Doors, Food Kiosks, Non-glare Glass White Boards, Acrylic Signage with Logo and Cove Lighting, Glass Works and Partitions.



CURRENT PROJECT STATUS

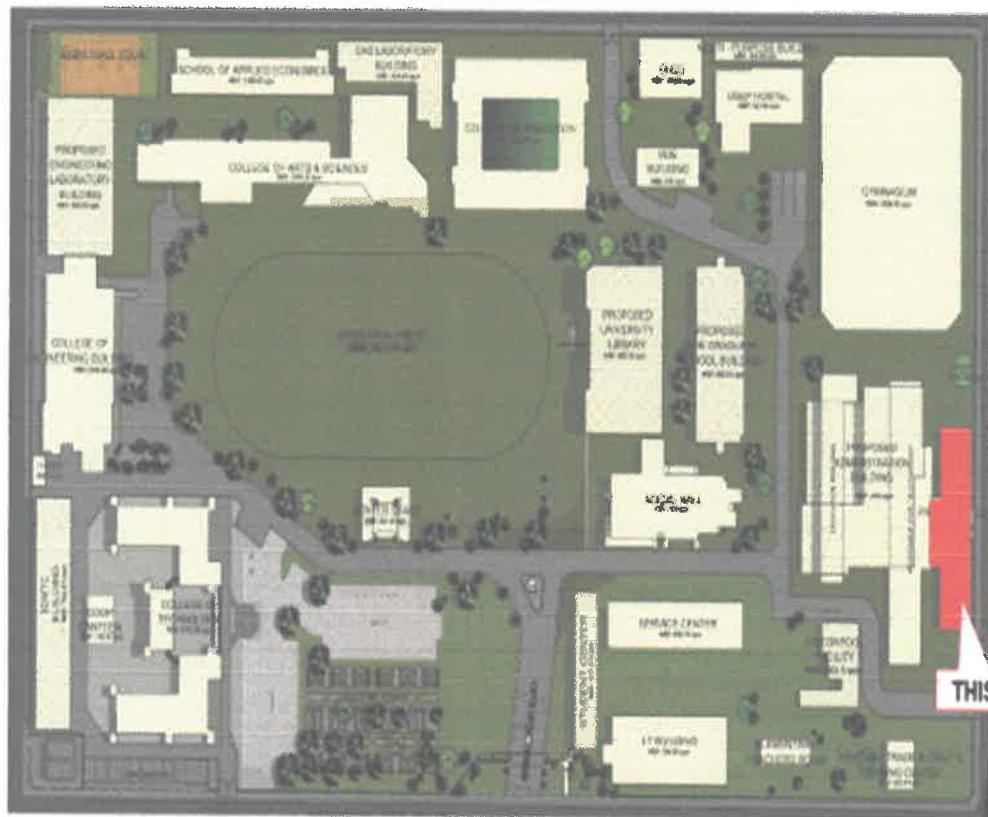
PHASE 1 (ONGOING)

Date Started – December 27, 2018
 End of Contract – June 30, 2018 (Due to Time Suspension and VO)
 Calendar Days – 270 days (9 Months)
 Accomplishment – 42.50% as of July 31, 2018. Behind Schedule by 58.05% (Contract Overdue)
 Scope of Work – Ground Floor to Second Floor and Third Floor Slab

PHASE 1b (NOT YET STARTED due to ONGOING PHASE 1)

Calendar Days – 105 days (3.5 Months)
 Scope of Work – Structural Frames and Slab from Third Floor to Fourth Floor

Republic of the Philippines
 Department of Education
 Division Office
PHYSICAL DEVELOPMENT DIVISION OFFICE
 86 Obrero Drive Cebu

PROJECT SITE KEY PLAN


Republic of the Philippines
 Department of Education
 Division Office
PHYSICAL DEVELOPMENT DIVISION OFFICE
 86 Obrero Drive Cebu






PERSPECTIVE FRONTING INSIDE CAMPUS

Republic of the Philippines
Department of Education
Division Office - Marikina City
PHYSICAL DEVELOPMENT DIVISION OFFICE
San Antonio Drive City

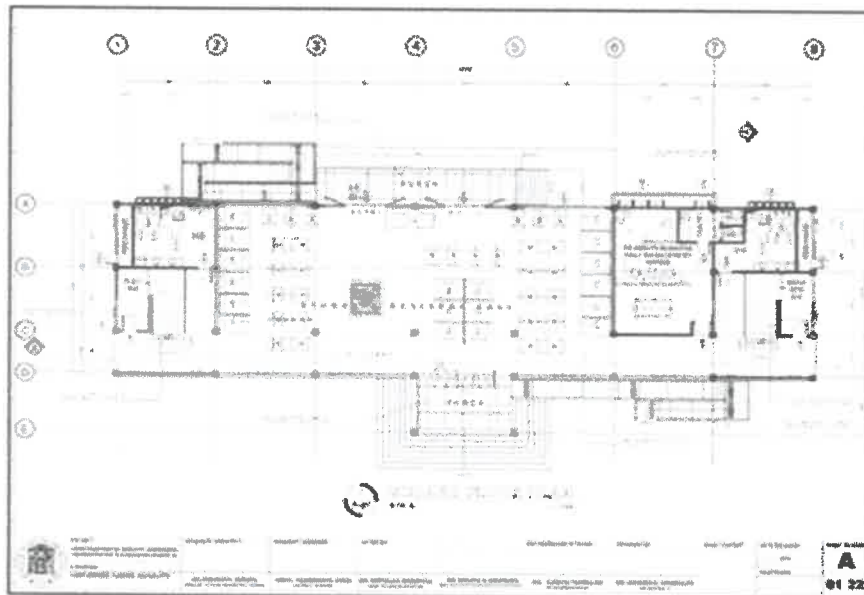


PERSPECTIVE FRONTING PORRAS STREET

Republic of the Philippines
Department of Education
Division Office - Marikina City
PHYSICAL DEVELOPMENT DIVISION OFFICE
San Antonio Drive City

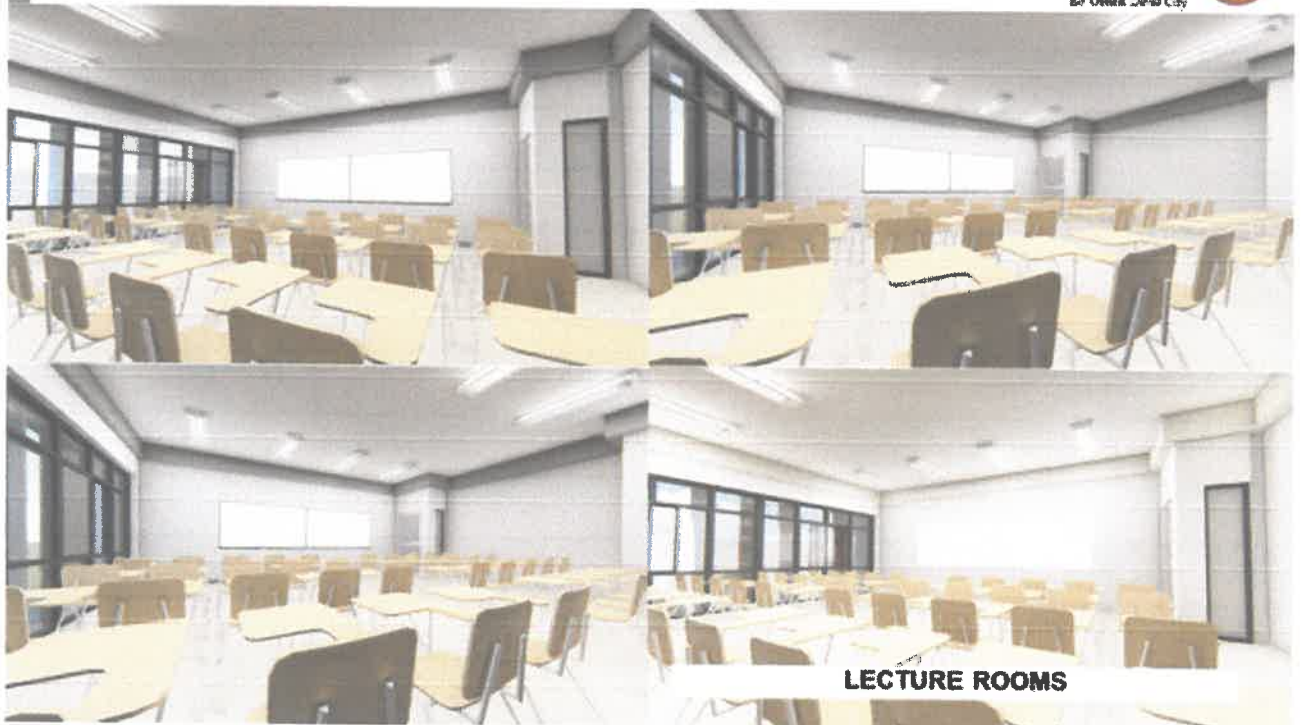




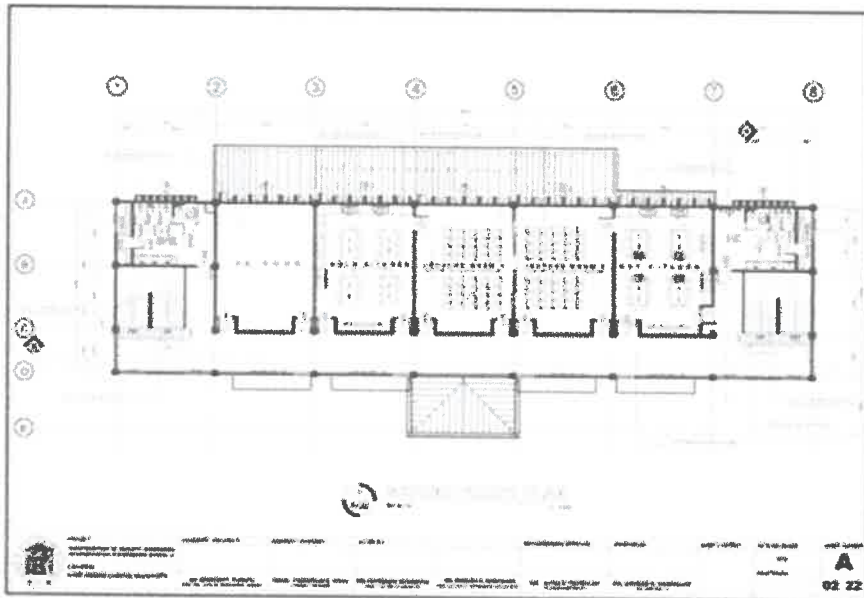


GROUND FLOOR PLAN

Republic of the Philippines
 Department of Education
 Division Office
PHYSICAL DEVELOPMENT DIVISION OFFICE
 Buena Vista City

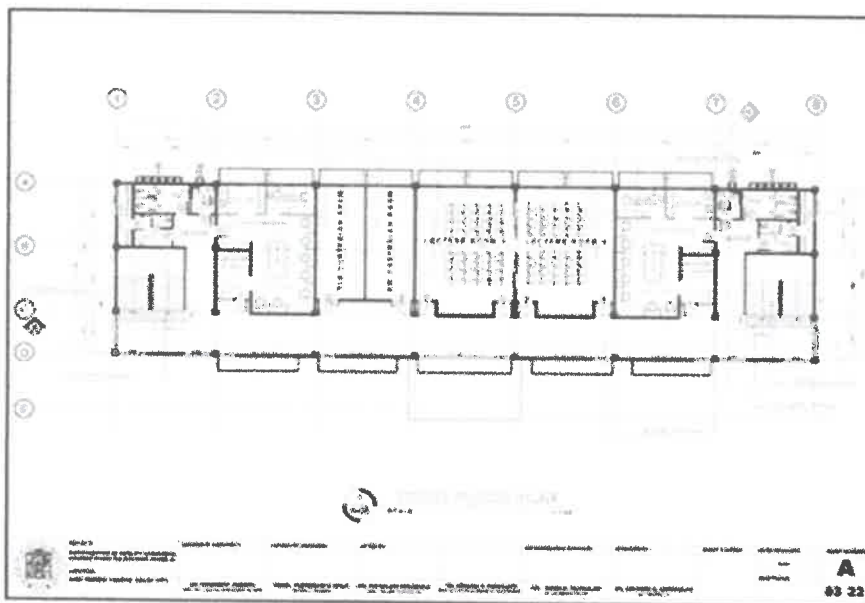



LECTURE ROOMS



SECOND FLOOR PLAN

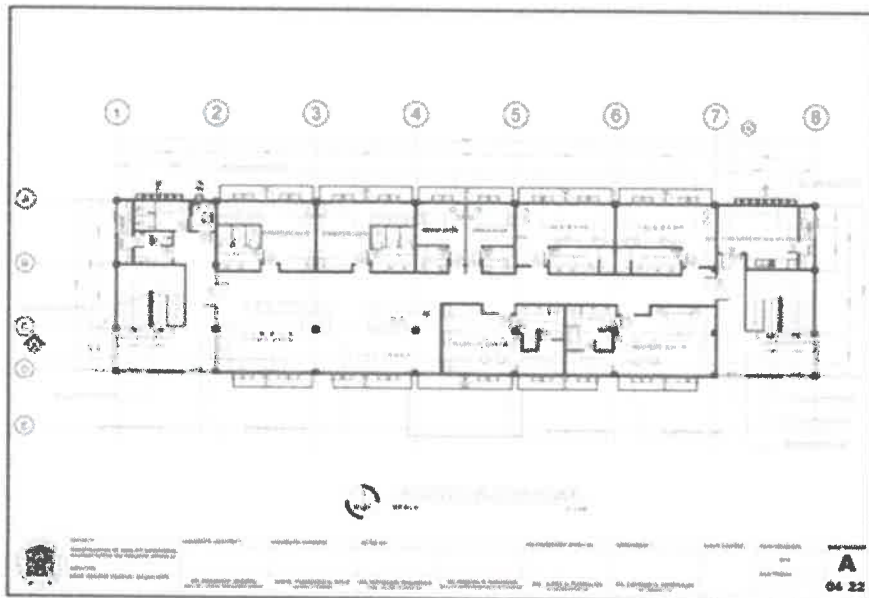
Republic of the Philippines
 DEPARTMENT OF EDUCATION
 PHYSICAL DEVELOPMENT DIVISION OFFICE
 San Carlos City



THIRD FLOOR PLAN


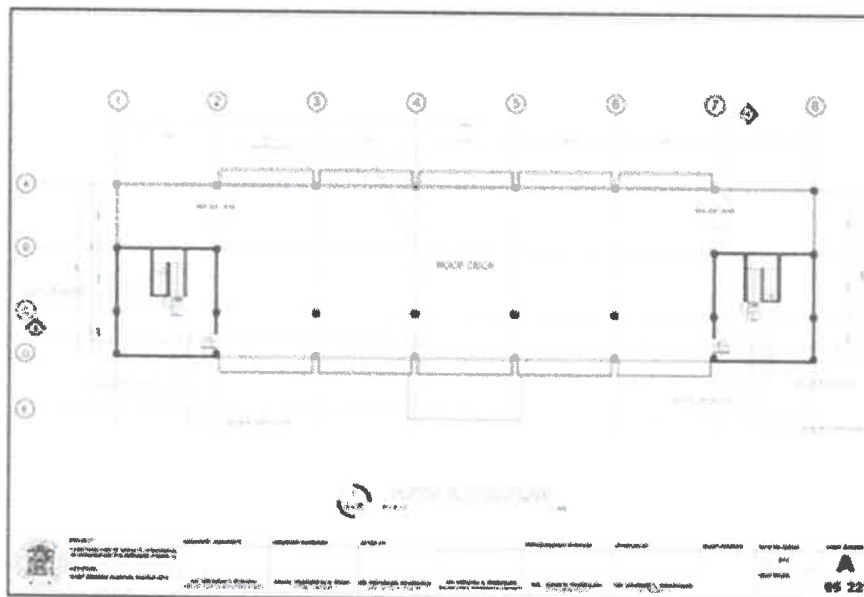
Republic of the Philippines
 DEPARTMENT OF EDUCATION
 PHYSICAL DEVELOPMENT DIVISION OFFICE
 San Carlos City





FOURTH FLOOR PLAN

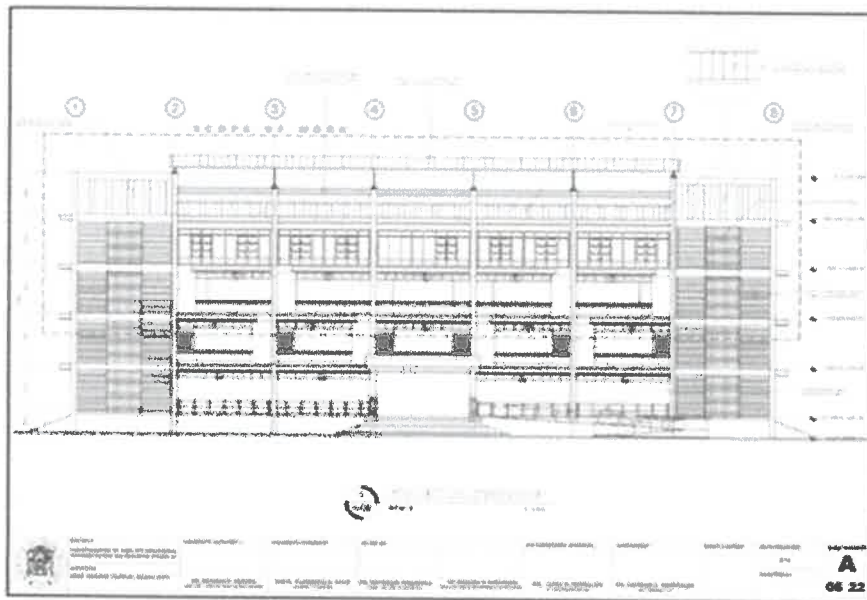
Republic of the Philippines
 DEPARTMENT OF EDUCATION
 DIVISION OFFICE
PHYSICAL DEVELOPMENT DIVISION OFFICE
 So. Osmeña, Cebu City

ROOF DECK PLAN

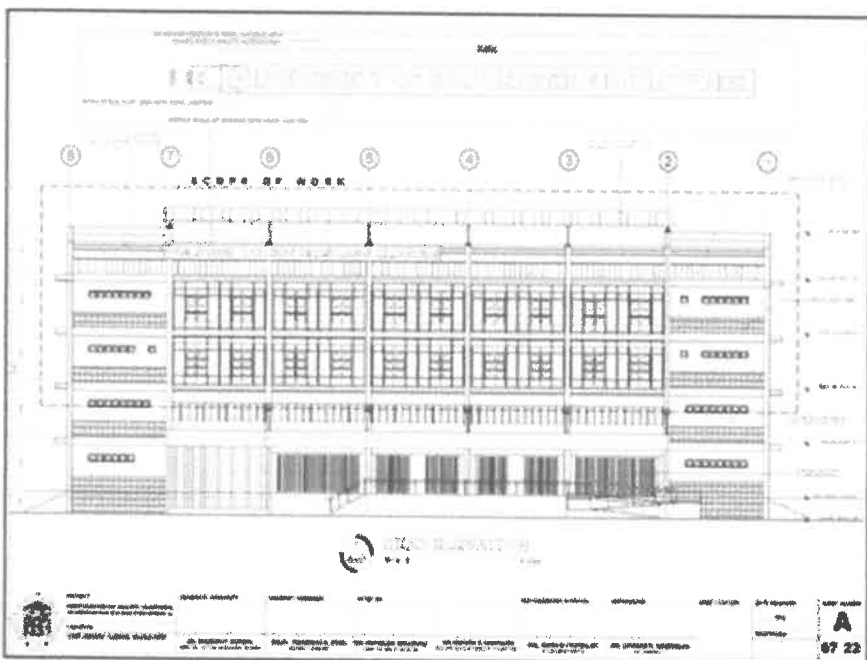
Republic of the Philippines
 DEPARTMENT OF EDUCATION
 DIVISION OFFICE
PHYSICAL DEVELOPMENT DIVISION OFFICE
 So. Osmeña, Cebu City






FRONT ELEVATION

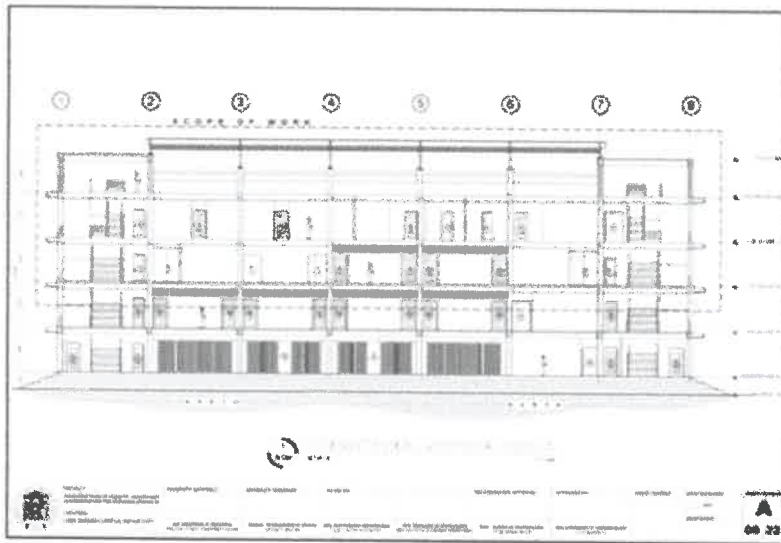
Republic of the Philippines
 Ministry of Education
 DIVISION OFFICE
PHYSICAL DEVELOPMENT DIVISION OFFICE
 Bu. Office, Cebu City

REAR ELEVATION

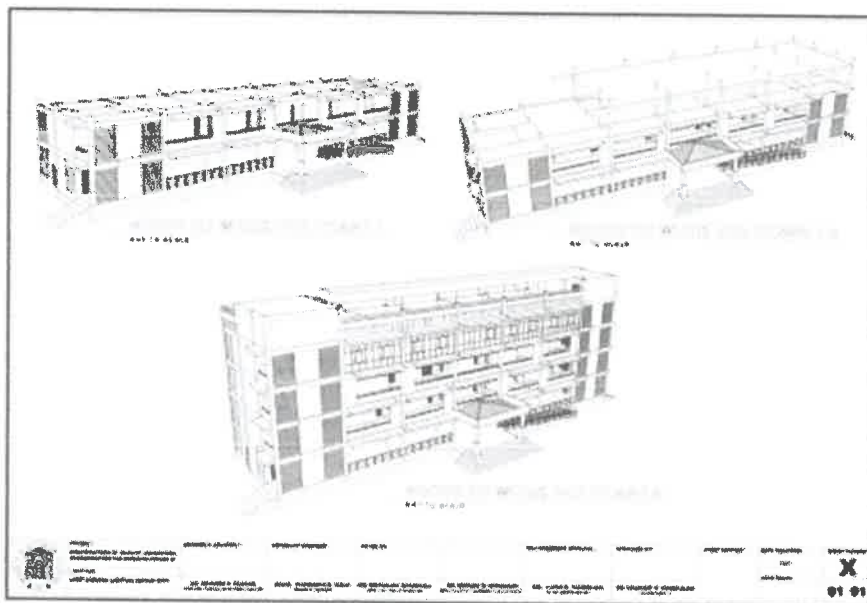
Republic of the Philippines
 Ministry of Education
 DIVISION OFFICE
PHYSICAL DEVELOPMENT DIVISION OFFICE
 Bu. Office, Cebu City






LONGITUDINAL SECTION

Republic of the Philippines
 City of Marikina
 2015
PHYSICAL DEVELOPMENT DIVISION OFFICE
 Sta. Olivia, Davao City

PHASE BY PHASE REPRESENTATION

Republic of the Philippines
 City of Marikina
 2015
PHYSICAL DEVELOPMENT DIVISION OFFICE
 Sta. Olivia, Davao City



ADDITIONAL NOTES FROM the Technical Working Group:

1. All workers and personnel must follow the University's Rules and Regulations.
2. There must be no gambling, smoking and drinking of alcohol/liquor within the University's premises.
3. 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.
4. Only two (2) persons are allowed for overnight stay-ins to serve as safeguards to the construction site and construction materials.
5. All concrete pouring of slabs must be monolithic. All materials and finishes to be installed must secure a Request For Approval and/or Request For Installation Form.
6. All contractors are required to apply for Water and Power connections from Davao Light and Davao City Water District.
7. All Workers and Personnel must wear IDs, PPE and Company Uniform inside the campus at all times.
8. All workers and personnel must refrain from disturbing actions (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:

1. If the accomplishment of the construction project is ahead of time schedule or on schedule.
2. 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 document and/or report certified from a weather bureau or PAG-ASA

C. OPEN FORUM/QUERIES/CLARIFICATIONS/SUGGESTIONS:

The BAC Chair asked the Body for clarifications and queries.

Dr. Biton reminded all prospective bidders to please look into the PCAB license if it is current and not expired.

She reminded to review the PCAB guidelines. As it was stated under "NPM No. 2016-104 dated December 06, 2016: "(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."

Engr. Chua suggested to the prospective bidders to have a visit of the proposed project.

D. 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 Chair