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

**Minutes Pre-Procurement Conference**

Project: **Completion of I.T Building Phase VI**

Contract No. 2020-11/Infra

October 23, 2020 at 2:00 P.M

Venue: Via Zoom (829 3336 1466)

ABC: PhP. 14,492,753.63

15 **Present were:**

16  
17 Bids and Award Committee:

18  
19 Dr. Emilia C. Pacoy - Chairperson  
20 Engr. Eduardo S. Torrico - Vice Chairperson  
21 Dr. Annweda C. Mina - Member  
22 Ms. Estela S. Magandi - Member  
23 Dr. Alma Mae G. Salinas - Member  
24 Dr. Maureen M. Villamor - Alternate Member

25  
26 BAC Secretariat/BAC Staff:

27  
28 Ms. Olivia D. Estremos - BAC Secretariat Head  
29 Ms. Melanie P. Pagkaliwagan- BAC Secretariat  
30 Ms. April P. Cimafranca - BAC Secretariat  
31 Mr. Alfred B. Torre - BAC Staff  
32 Mr. Teodorico Tinaco Jr. - BAC Staff

33  
34 TWG:

35 Ar. Ericson P. Europa - PDD Director  
36 Ms. Catherine Lora - PDD Draftsman

37  
38 End-User:

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40 Dr. Randy Gamboa - CIC Dean  
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50 **A. Proceedings:**

51  
52 Upon declaration of a quorum, the BAC Chair Dr. Pacoy called the meeting to order  
53 at 2:00 in the afternoon. She also acknowledged the presence of the BAC members,  
54 BAC Secretariat, TWG and the End-user.

55  
56 The BAC Chair declared quorum with five (5) BAC Members. BAC Chairman,  
57 Dr. Pacoy informed the body that the purpose of the pre procurement is to discuss all  
58 aspects of a specific procurement activity of the project which includes the technical  
59 specifications, the Approved Budget for the Contract (ABC), the applicability and  
60 appropriateness of the recommended method of procurement and the related  
61 milestones, the bidding documents, and availability of the pertinent budget release for  
62 the project.

63  
64 *He emphasized that for those projects involving an ABC amounting to more than Two*  
65 *Million Pesos (P2 Million), a pre procurement conference is conducted to determine*  
66 *the readiness of the Procuring Entity to procure goods and services in terms of the*  
67 *legal, technical and financial requirements of the project. More specifically, it ensures*  
68 *that the procurement will proceed in accordance with the PPMP and APP, confirms*  
69 *the availability of appropriations and programmed budget for the contract, and reviews*  
70 *all relevant documents in relation to their adherence to the law. (IRR-A Section 20).*

- 71  
72 *1. Ensure that the procurement is in accordance with the PPMP and APP.*  
73  
74 *2. Determine the availability of the appropriations and programmed budget for the*  
75 *contract;*  
76  
77 *3. Determine the state of readiness of the pertinent budget release (e.g., ABM or*  
78 *SARO);*  
79  
80 *4. Review, modify and agree on the criteria for eligibility screening, and ensure that*  
81 *the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are*  
82 *written in such manner; (IRR-A Section 20.1.3)*  
83  
84 *5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and*  
85 *ensure that the said criteria are fair, reasonable and applicable to the procurement at*  
86 *hand;*  
87  
88 *6. Review, modify and agree on the acceptable minimum specifications and other terms*  
89 *in the bidding documents;*  
90  
91 *7. Review the PPMP, including the milestones and the method of procurement for the*  
92 *procurement at hand;*  
93  
94 *8. Reiterate and emphasize the “no contact rule” during the bid evaluation process,*  
95 *and the applicable sanctions and penalties, as well as agree on measures to ensure*  
96 *compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*  
97 *the “no contact rule”.); and ensure that the requirements of the goods and services to*  
98 *be procured are in accordance with an Approved Budget Contract (ABC).*

**B. Presentation of Technical Specifications**

Ar. Europa presented the detailed technical specifications of the **Completion of I.T Building Phase VI, USEP Obrero Campus, Davao City**. He presented the following technical specifications:

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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)

## PROJECT DESCRIPTION

- Completion of 5-Storey Information Technology (I.T.) Building shall cover the remaining works needed to complete the building namely: wall partitions, interior painting, installation of ethnic acrylic sticker, cladding, ceiling works, cabinetry, tiling works, fire protection works, plumbing works and site development works.
- Total ABC – **14,492,753.63**
- Total Estimated Cost – **15,000,000.00**
- Project Duration – **150** Calendar days

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**PHYSICAL DEVELOPMENT DIVISION**  
 Bldg. Obrero, Davao City



- **SITE WORKS**  
*(this includes ceiling preparation: removal and reinstallation of existing lighting fixtures, smoke detectors and other ceiling fixtures, reorientation of existing sprinkler system)*
  - EXCAVATION & EARTHWORKS
  - LANDSCAPING
  - CONCRETE FENCING (FACING INIGO STREET)
- **CONCRETE AND MASONRY WORKS**
- **FINISHING WORKS**
  - PAINTING
  - ETHNIC ACRYLIC STICKER
- **CARPENTRY WORKS**
  - CEILING
  - FURNITURE WORKS
- **SPECIAL EQUIPMENT & FURNISHINGS**
  - CLADDING
  - AIR-CONDITIONING SYSTEM
  - OUTDOOR SIGNAGE
- **FIRE PROTECTION**
- **TILING WORKS**
- **ROOFING AND STEEL WORKS**
- **PLUMBING WORKS**
- **ELECTRICAL WORKS**


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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)

## SCOPE OF WORKS

*Note: any damages within the building/project caused by the contractor during construction shall be repaired, replaced, retouched or redone by the contractor.*

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 Bldg. Obrero, Davao City



GENERAL REQUIREMENTS	P	225,000.00
CONSTRUCTION SAFETY	P	150,000.00
SITE WORKS	P	757,238.65
CONCRETE AND MASONRY WORKS	P	904,308.09
FINISHING WORKS	P	884,422.72
CARPENTRY WORKS	P	835,288.40
SPECIAL EQUIPMENT & FURNISHINGS	P	3,321,570.00
FIRE PROTECTION	P	525,000.00
TILING WORKS	P	1,759,560.00
ROOFING & STEEL WORKS	P	459,115.30
PLUMBING WORKS	P	715,769.60
ELECTRICAL WORKS	P	308,526.07
TOTAL DIRECT COST	P	10,845,798.83
TOTAL MARK UP VALUE	P	2,094,159.77
VAT & Withholding Tax (12%)	P	1,552,795.03
TOTAL INDIRECT COST	P	3,646,954.80
SUB - TOTAL (ABC)	P	14,492,753.63
ADMINISTRATIVE COST (3.5%)	P	507,246.38
TOTAL ESTIMATED COST	P	15,000,000.00

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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)

## ESTIMATES SUMMARY

Republic of the Philippines  
 University of Southeastern Philippines  
**PHYSICAL DEVELOPMENT DIVISION**  
 Bldg. Obrero, Davao City



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COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**EXISTING CONDITION**



COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**EXISTING CONDITION**





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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**EXISTING CONDITION**



COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**EXISTING CONDITION**



COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**EXISTING CONDITION**

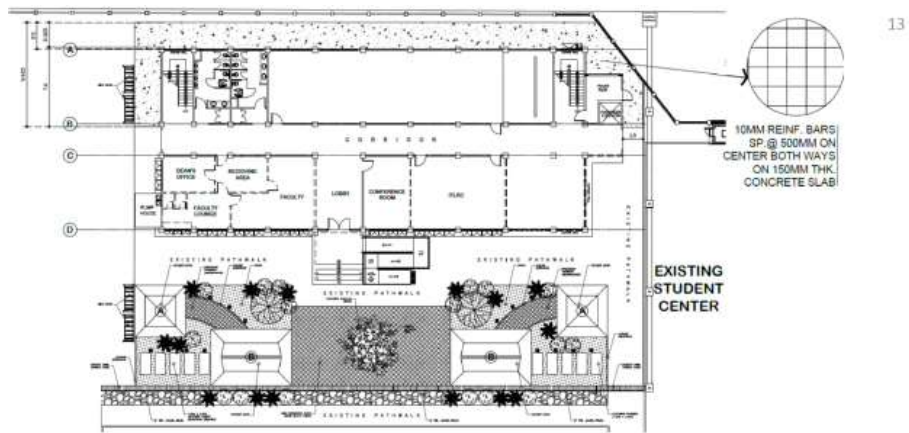


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COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**EXISTING CONDITION**

Republic of the Philippines  
 University of Southeastern Philippines  
 PHYSICAL DEVELOPMENT DIVISION  
 No. Obispo, Davao City

COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**SITE DEVELOPMENT PLAN**

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 PHYSICAL DEVELOPMENT DIVISION  
 No. Obispo, Davao City




COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**EXTERIOR PERSPECTIVE**

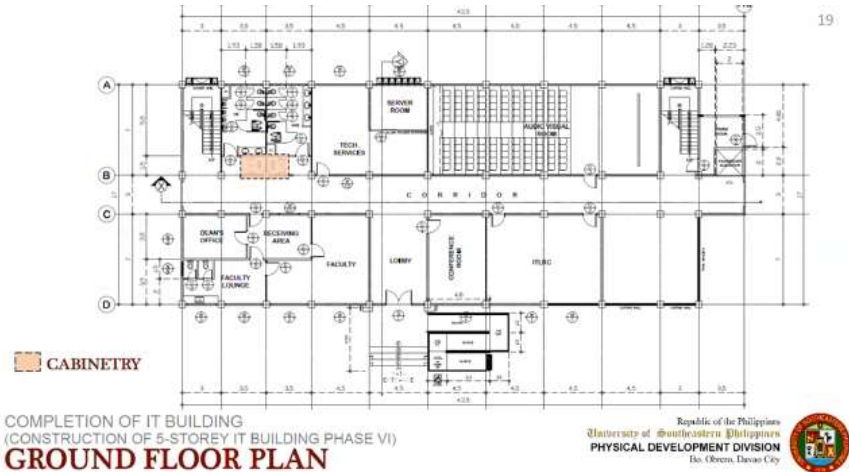
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 University of Southeastern Philippines  
 PHYSICAL DEVELOPMENT DIVISION  
 No. Obispo, Davao City



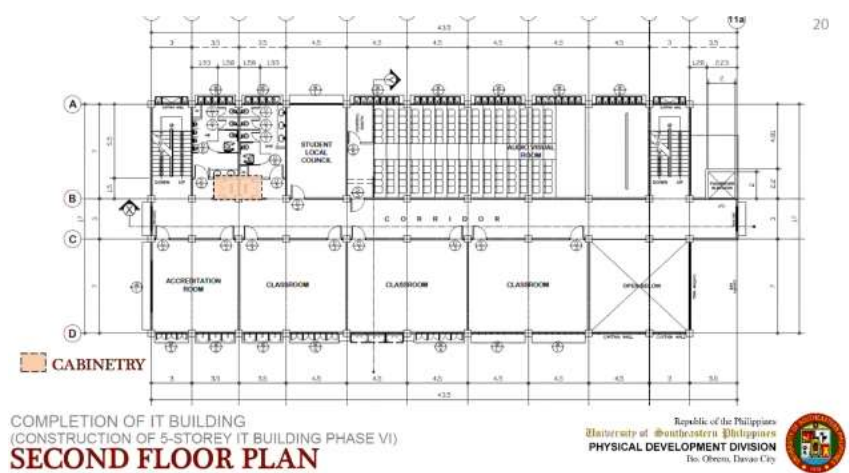




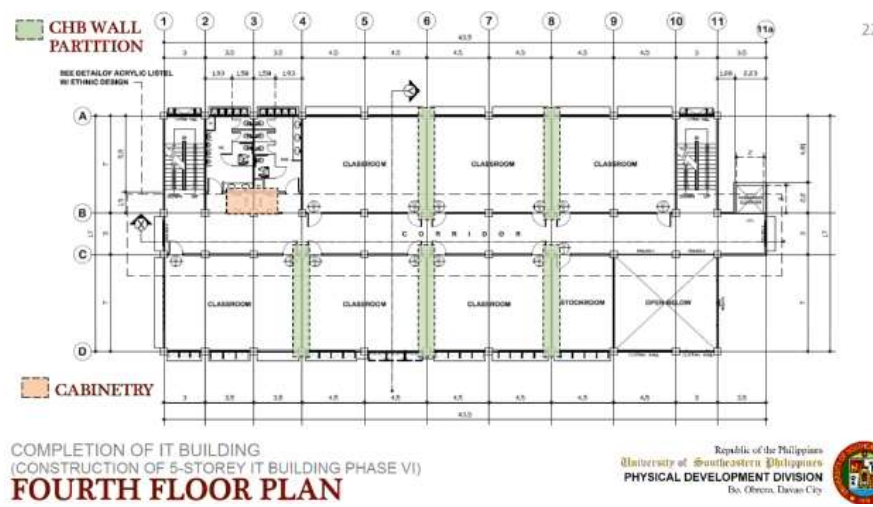
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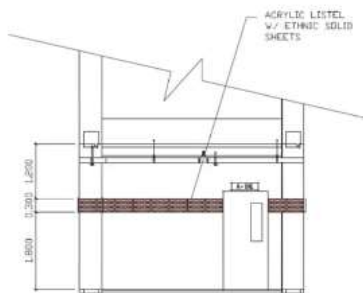
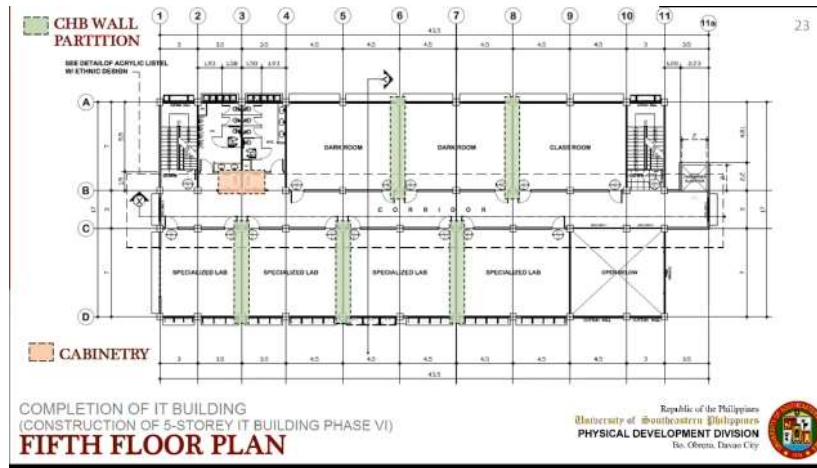
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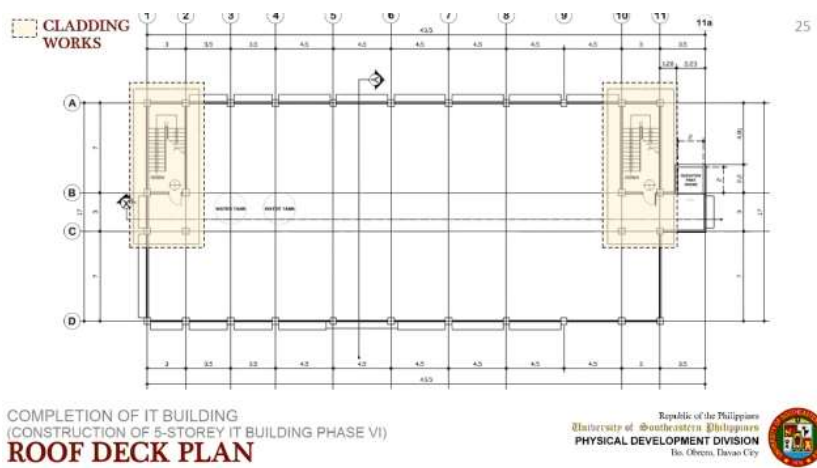


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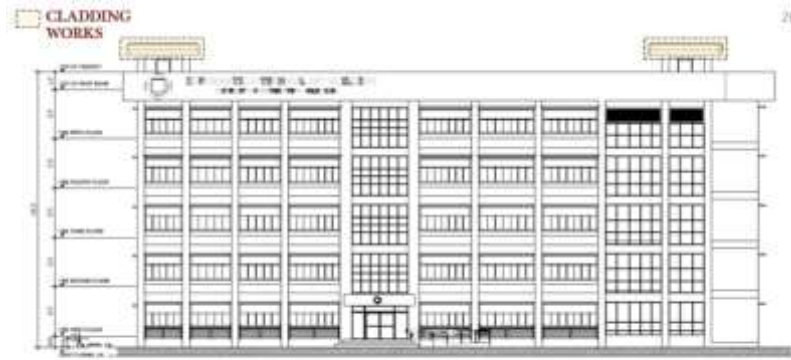


COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STOREY IT BUILDING PHASE VI)  
**ETHNIC LISTEL DETAIL**

Republic of the Philippines  
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 PHYSICAL DEVELOPMENT DIVISION  
 Das. Obrero, Davao City



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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**FRONT ELEVATION**

Republic of the Philippines  
University of Southeastern Philippines  
PHYSICAL DEVELOPMENT DIVISION  
Davao City



COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**EXTERIOR PERSPECTIVE**

Republic of the Philippines  
University of Southeastern Philippines  
PHYSICAL DEVELOPMENT DIVISION  
Davao City

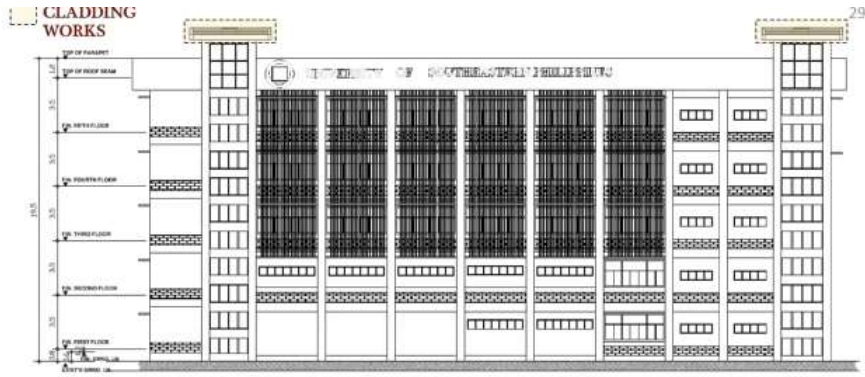


COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**EXTERIOR PERSPECTIVE**

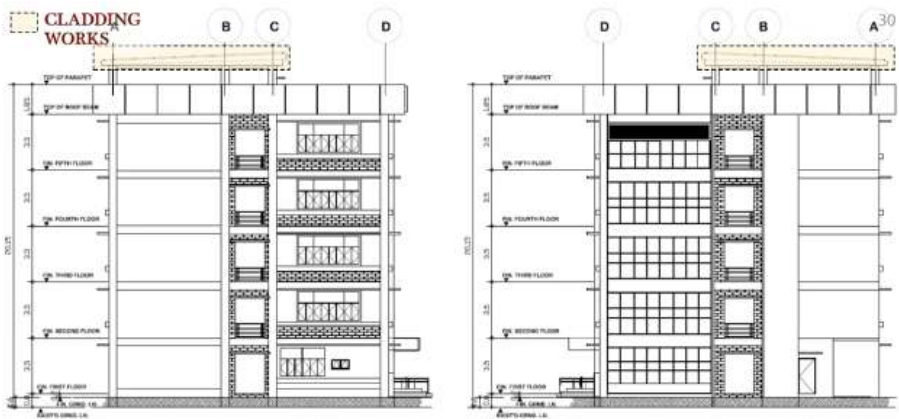
Republic of the Philippines  
University of Southeastern Philippines  
PHYSICAL DEVELOPMENT DIVISION  
Davao City



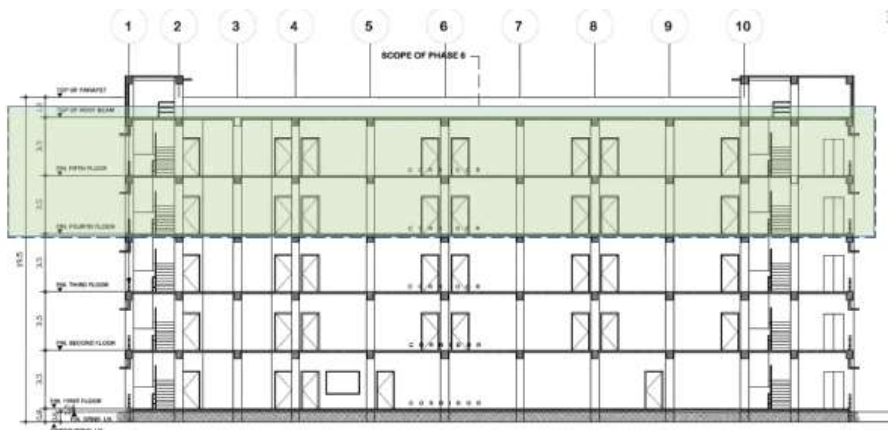
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COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**REAR ELEVATION**



COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**LEFT & RIGHT ELEVATION**

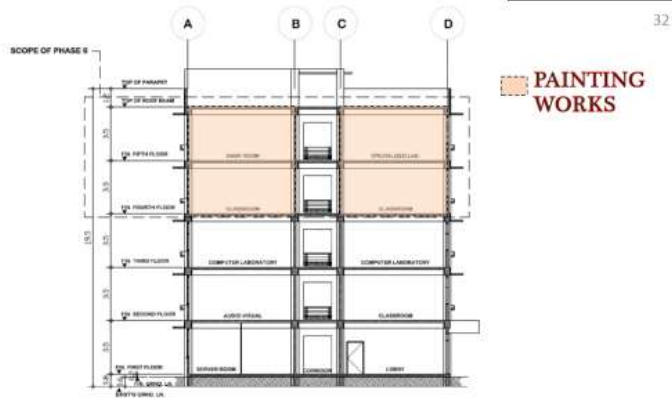


COMPLETION OF IT BUILDING  
 (CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**SECTION THRU X**

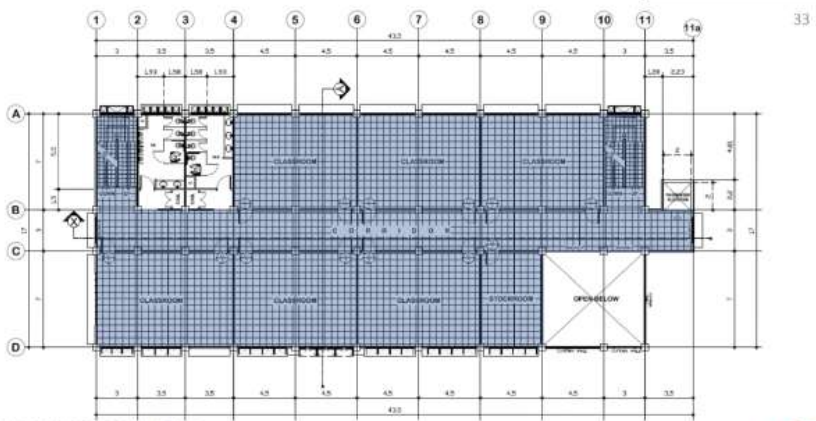




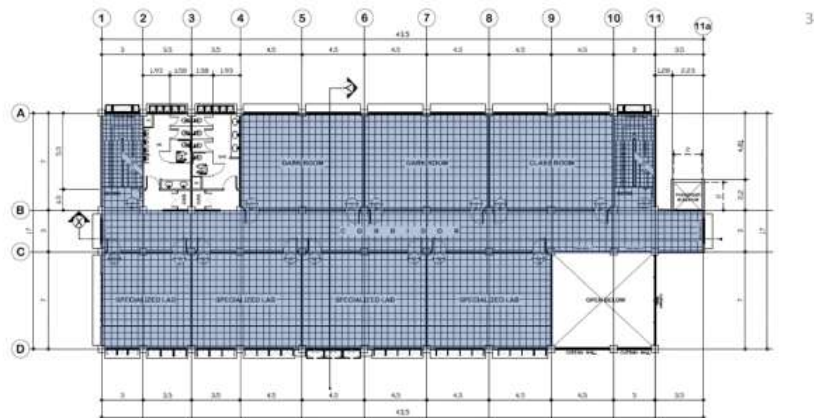
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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**SECTION THRU Y**



COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**FOURTH FLOOR TILING LAYOUT**

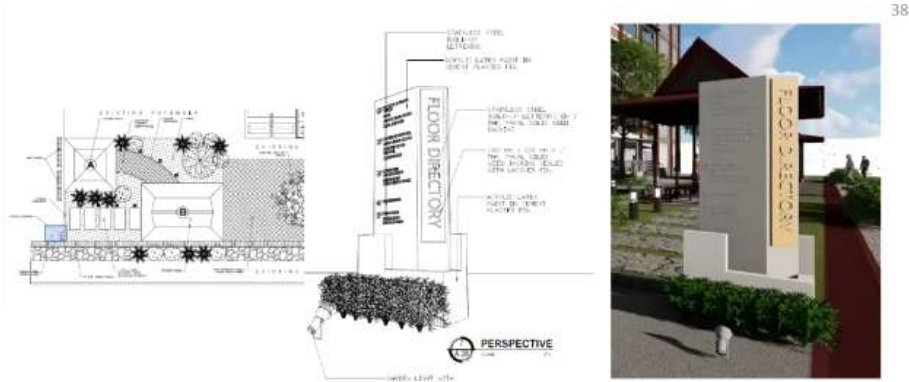


COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**FIFTH FLOOR TILING LAYOUT**





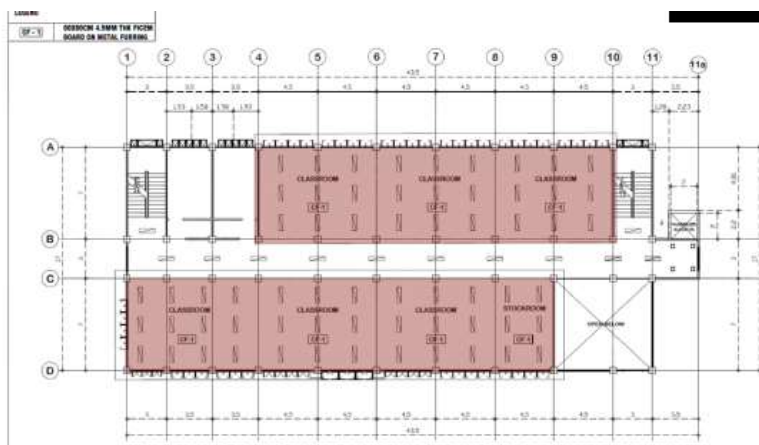
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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**OUTDOOR SIGNAGE DETAILS**

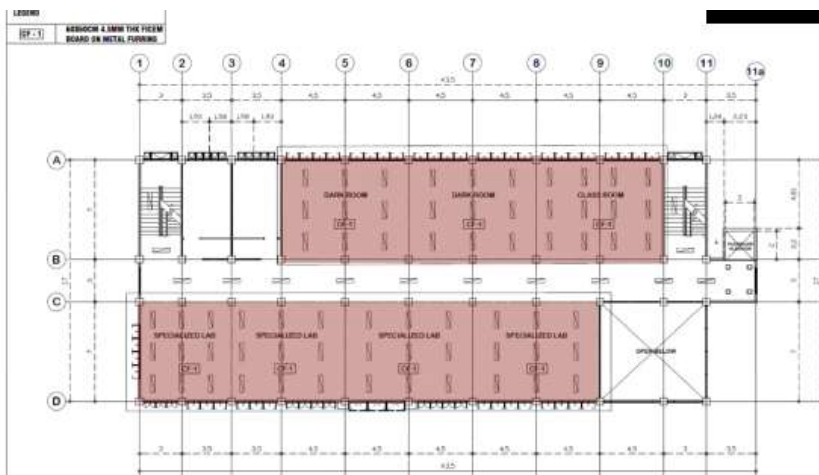
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University of ~~southeastern~~ **Southeastern Philippines**  
PHYSICAL DEVELOPMENT DIVISION  
Bd. Ofren, Davao City

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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**4/F REFLECTED CEILING PLAN**

Republic of the Philippines  
University of ~~southeastern~~ **Southeastern Philippines**  
PHYSICAL DEVELOPMENT DIVISION  
Bd. Ofren, Davao City

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COMPLETION OF IT BUILDING  
(CONSTRUCTION OF 5-STORY IT BUILDING PHASE VI)  
**5/F REFLECTED CEILING PLAN**

Republic of the Philippines  
University of ~~southeastern~~ **Southeastern Philippines**  
PHYSICAL DEVELOPMENT DIVISION  
Bd. Ofren, Davao City





677 **C. Comments and Suggestions:**  
678

679 Engr. Torrico asked the TWG regarding with the status of elevator in IT  
680 Building phase 6. Ar. Europa answered that they did not mentioned the elevator in  
681 phase 6 since it is already included in IT Building phase 5. Engr. Torrico also asked the  
682 TWG if there is still portions of elevator for architectural works. Ar. Europa replied that  
683 the contractor wasn't able to operate the elevator yet because the electrical compartment  
684 of elevator which is still need to be consulted at the Davao Light power company. Engr.  
685 Torrico also verified to Ar. Europa if the University don't have to spend money on  
686 fixing the elevator because it is already included in phase 5. Ar. Europa affirms that the  
687 university would not spend money for it. Ar. Europa added that before the contractor  
688 will turn over the project to USEP, they should make sure that the elevator is operational  
689 and it is on a good running condition.  
690

691 Engr. Torrico appreciates the architectural plan of the TWG and he consider it  
692 as artistic. Dr. Mina asked the TWG if how much is the capacity of elevator. Ar. Europa  
693 replied that it range 6 up to 8 persons. Dr. Pacoy conveyed to the BAC that there is a  
694 resolution recently that the DPWH would continue some unfinished infra structure then  
695 Dr. Pacoy asked if the IT Building phase 6 could qualify for it. Ar. Europa answered  
696 that they didn't include it in the DPWH continuation of projects because they  
697 considered IT building phase 6 has only few works for its completion. Ar. Europa added  
698 that the projects they endorsed to DPWH is those project which not yet close to 100%  
699 completion.  
700

701 Dr. Pacoy asked the BAC Secretariat head if there are some advisory for online  
702 bidding from GPPB. Ms. Estremos replied that based on recent activities of the BAC  
703 Goods, the submission mostly is physical while the other activities such as pre-bid and  
704 bid evaluation will be done through online considering the pandemic situation due to  
705 COVID.  
706

707 **D. Adjournment:**  
708

709 Dr. Mina moved for the adjournment of this meeting and was seconded by  
710 Ms. Magandi. With no further instructions from the BAC and clarifications from the  
711 body, the Pre-procurement Conference was adjourned at 3:00 pm.  
712

713 Prepared by:

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715  
716 **OLIVIA D. ESTREMOS**  
717 BAC Secretariat Head  
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720 Approved by:

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723 **EMILIA P. PACOY**  
724 BAC Chairman/Infra  
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