



University of Southeastern Philippines
Bids and Awards Committee

Minutes
Pre-Bid Conference

I. Attendance

Bids and Award Committee:

Dr. Emilia P. Pacoy	-	Chairperson
Engr. Eduardo S. Torrico Jr.	-	Vice-Chairperson
Dr. Annweda S. Mina	-	Member
Ms. Estella S. Magandi	-	Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Ms. Ma. Luz M. Serafica	-	BAC Secretariat
Ms. Emmelle L. Embat	-	BAC Secretariat
Ms. April P. Cimafranca	-	BAC Secretariat
Ms. Roxanne Juit	-	BAC Staff
Mr. Jesus Adrian A. Manzo	-	BAC Staff
Mr. Teodorico C. Tinaco Jr.	-	BAC Staff

Technical Working Group (TWG):

Arch. Ericson P. Europa	-	TWG Infrastructure
Engr. Florencio S. Chua	-	TWG Infrastructure
Representative	-	USEP PDD

Bidders:

Jester Fullon	-	R.Fabale Construction Corp.
Vince Molejon	-	
Ezrayeal Larita	-	Hyper J Constr. & Supply
Representative	-	Legacy Construction
Representative	-	FFJJ Construction CS
Representative	-	Bermicon Devt. Corp.
Jenelyn Roderos	-	Bermicon Devt. Corp.

End-user:

Dr. Ana P. Ocenar	-	CAS Dean/End-user
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44 **II. Call to Order**

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46 After the preliminaries, the BAC Chair called the meeting to order after determining that
 47 there is a quorum at 1:00 o'clock in the afternoon.

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AGENDA:
A) Procurement for the Project: Establishment of a 5-Storey Science Laboratory Building Phase 2
B) Other matters

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50 **II. Highlight of the meeting**

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> a) To clarify and address the bidders' questions to adequately prepare bids for the project particularly on the terms & conditions on the bidding documents and other aspects of the project b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.
Venue:	via Google link: Venue: Via Goggle meet (zpf-tzug-gfw)
Date:	April 16, 2021, 1:00 pm
Approved Budget for the Contract	<ul style="list-style-type: none"> • Php 15,285,260.87 Delivery period: 240 calendar days
Location:	USEP - Obrero Campus, Davao City

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52 The BAC Chair provided a brief background of the project & presented the following:

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Topics/Issues	Comments/Decisions/ Instructions
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 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.”
Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award	<p>I. During Bid Submission:</p> <p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s. b. Technical Documents <ol style="list-style-type: none"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and 9. Latest Audited Financial Statement (AFS) stamped received by the BIR 10. Joint Venture Agreement, if applicable

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Topics/Issues	Comments/Decisions/ Instructions
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	<p>2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages</p> <p>II. Additional Document if declared as Lowest Calculated Bidder</p> <ol style="list-style-type: none"> 1. Income Tax Return 2. VAT Returns 3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice. <p>III. After receipt of Notice of Award (NOA)</p> <ol style="list-style-type: none"> 1. Performance Security 2. Contract
Sealing and Marking of Bids	<p>Showed an illustration</p> <ul style="list-style-type: none"> ▪ 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.
Post Qualification Documents	<p>Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS</p>
Performance Security	<p>Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance</p> <p>The bid should be accompanied with a bid security in the following amount:</p> <p>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 305,705.22</p> <p>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 764,263.04</p>

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Topics/Issues	Comments/Decisions/ Instructions
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	<ul style="list-style-type: none"> ▪ 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.
Audited Financial statement	<ul style="list-style-type: none"> ▪ The audited financial statement should be stamped “RECEIVED” by the BIR or its duly accredited and authorized institution. ▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office. ▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section
VI Technical Specification	Discussed in detail the Technical Specification

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Topics/Issues	Comments/Decisions/ Instructions
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<p>Procurement Timeline</p>	<ul style="list-style-type: none"> ▪ 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 April 30, 2021 (Friday). ▪ Cut-off time will be at 1:00 p.m. and Opening of bids shall immediately follow. ▪ The venue will be at the USEP-Hostel, Obrero Campus, Davao City. ▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.
<p>Common Reasons for Disqualification</p>	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission 2. Unsigned documents (when signature is required) 3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate) 4. Class A documents submitted are incomplete or expired 5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable) 6. SLCC (Amount, Period, Similarity) 7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB) 8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3; additional clause 10) 9. NFCC/CLC is in the wrong envelope 10. Financial Proposal is not initialed in each and every page

	<p>Dr. Pacoy also presented the content details of Bidding Documents and other relevant requirements as follows:</p> <ul style="list-style-type: none"> • Invitation to Bid • Bid Data Sheet • Special Conditions of Contract • Bidding form <ul style="list-style-type: none"> - Statement of all On-going Government & Private Contracts - Single Largest Completed Contract Similar to Contract to be Bid - Certificate of Acceptance - Section VI. Schedule of Requirements - Technical Specifications - Financial Documents for Eligibility Check - Contract Agreement Form - Omnibus Sworn Statement - Bank Guarantee for Advance Payment - Bid Securing Declaration - Performance Securing Declaration Form - Certificate from Insurance Commission • Bidding Checklist
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The TWG Presentation through the Physical Development Division (PDD) Representative as follows:

1	LOT	<p>Establishment of a 5-Store Science Laboratory Phase 2</p> <p>I- GENERAL CONDITIONS</p> <p>1.1 Mobilization/Demobilization</p> <p>1.2 Processing of Permits</p> <p>II. CONSTRUCTION SAFETY</p> <p>III. PREPARATION WORKS</p> <p>IV. TILES & STONE WORKS</p> <p>4.1 Ground Floor Plan</p> <p>4.2 Second Floor Plan</p> <p>4.3 Third Floor Plan</p> <p>4.4 Fourth Floor Plan</p> <p>4.5 Stairs & PWD Ramp (Ramp (Ground-Roof deck plan)</p> <p>4.6 Roofdeck Restroom</p> <p>4.7 Roofdeck Common Area (Near Elevator)</p> <p>4.8 Roofdeck Common Area (Near leftside stairs)</p> <p>4.9 Laboratory Table Countertop</p> <p>4.10 Faculty Pantry Sink Countertop</p> <p>4.11 Roofdeck Open Space</p> <p>V. CONCRETE & MASONRY WORKS</p> <p>5.1 Elevator Shaft-Machine Room</p> <p>5.2 Ground Floor Storage Room Under Main Stairs</p> <p>5.3 Ground Floor Storage Under left stairs</p> <p>5.4 Laboratory Tables</p> <p>5.5 Elevator Roof Slab</p> <p>5.6 Machine Room Roof Slab</p> <p>5.7 Pipe Chase (1st Floor & 4th Floor)</p> <p>VI. FINISHING WORKS</p> <p>6.1 Painting Works</p> <p>6.2 Cladding on Trusses (Roofing)</p> <p>6.3 Waterproofing</p> <p>6.4 AVR Flooring</p> <p>VII. CARPENTRY WORKS</p> <p>7.1 Ceiling works for Ground - Roof deck (excluding hallways & restrooms)</p> <p>7.2 AVR Ceiling</p> <p>7.3 Restrooms</p> <p>7.4 Janitor's Cabinet</p> <p>7.5 Laboratory Table Plumbing Base Cabinet</p> <p>7.6 Faculty Pantry Sink Plumbing Base Cabinet</p>	1	PhP 15,285,260.87
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	<p>VIII. . ROOFING AND STEEL WORKS</p> <p>8.1 Parapet, Gutter System & Drip Moulds</p> <p>8.2 PWD Toilets (Ground - 4th floor) Supply and Installation of 45 mm Ø S/S PWD Grab bar</p> <p>8.3 Louvers at Roofdeck</p> <p>8.4 Barrel Bolt Gate Latch</p> <p>IX. PASSENGER ELEVATOR</p> <p>X. PLUMBING WORKS</p> <p>10.1 Laboratory Sink with Faucet</p> <p>10.2 Stainless Steel Sink and Lavatories</p> <p>10.3 Sanitary Line</p> <p>10.4 Eyewash Station (4th floor Chemistry Lab)</p> <p>10.5 Pressurized Tank</p> <p>10.6 Storm Drainage System</p> <p>10.7 Splash Shower (4th floor Chemistry Lab)</p> <p>XI. DOORS</p> <p>XII. GLASS WORKS</p> <p>12.1 Vanity Mirror</p> <p>12.2 Counter Window</p> <p>XIII.SPECIAL EQUIPMENT & FURNISHING</p> <p>XIV. FIRE PROTECTION</p> <p>14.1 Door Closer</p> <p>14.2 Acoustical Wall Treatment in AVR</p>		
Total ABC			15,285,260.87

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Before proceeding to answering questions/clarifications from the bidders, the BAC Chair reiterated that the allotted time for **site visit** is from **April 19-23, 2021** only, and an entry pass should be secured from the BAC for the bidders to be allowed to enter the university premises. The BAC Chair also emphasized that the bidders should submit both softcopy and hardcopy of the required documents. The softcopy must be emailed to **bac@usep.edu.ph**. The softcopy of the documents must be password-protected, and the **password will be revealed to the BAC members during the submission of bid on April 30, 2021 at 1pm.**

92 The following are the questions from the bidders and the reply from the BAC
 93 members/BAC Secretariat/TWG:
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Questions	Reply/Comments
<p>1) Ms. Jenelyn Roderos of Bermicon Devt. Corp. asked if the stated project in the Single Largest Completed Contract (SLCC) should have an elevator installed as well.</p>	<p>Arch. Europa replied that he would first clarify and check if an elevator stated in the SLCC is required for this kind of project. The BAC Chair suggested to the bidder to coordinate with PDD regarding this matter, in which Arch. Europa also agreed to.</p>
<p>2) Mr. Jester Fullon from R.Fabale Construction Corp. asked if someone has no experience for category B, would they still be eligible to join this project.</p>	<p>Arch. Europa asked for a clarification if this query pertains to the PCAB License, in which the bidder confirmed. Arch. Europa then replied that they will first check the requirements or provisions for the PCAB License for this kind of project.</p>
<p>3) Mr. Vince Molejon asked if they can directly address their questions to PDD should they have one or should it pass through BAC first.</p>	<p>The BAC Chair replied that if the query is regarding the project, the bidders may directly relay this to the PDD.</p> <p>Engr. Torrico added that from time to time, the contractors/bidders should communicate with the BAC for any possible supplemental bid bulletin or conditions at least seven (7) days prior to the submission or receiving of the bids. Engr. Torrico added that the bidders may relay their questions or concerns directly to PDD, however, the PDD should also relay the answer to the BAC, wherein the BAC will also officially release the statement or answer for the concern, within seven (7) days prior to the bid opening, so that all of the bidders have common knowledge regarding the concern.</p> <p>Arch. Europa, as well as the BAC Chair, agreed to the statement shared by Engr. Torrico.</p>

	<p>Engr. Torrico also shared that a copy of the minutes of this meeting will be available for the bidders through a written request.</p> <p>Ms. Estremos shared that the BAC is required to post the minutes of the Pre-Bid Conference at the university website, however, if the bidders want to have their own personal copy of the minutes, the bidder should write a letter of request to the BAC, and pay for the required amount for the said document.</p>
<p>4) Mr. Molejon raised another question which is when would the minutes be available on the website.</p>	<p>Ms. Estremos replied that the minutes would be available three (3) to five (5) working days subsequent to this Pre-Bid Conference.</p>

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III. Adjournment:

Dr. Mina moved for the adjournment of the Pre-Bid Conference and it was seconded by Engr. Torrico. With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 2:00 PM.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


EMILIA P. PACOY
BAC Chairman/Infrastructure

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