



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Construction of 5-Storey Information Technology (IT) building
Phase IV**

Contract No. 2018-04/INFRA

March 23, 2018 at 3:30 p.m

Venue : USEP-RDE Conference Room,
Obrero Campus, Davao City

Approved ABC : PhP. 9,687,232.03

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

BAC Secretariat:

Ms. Olivia D. Estremos	-	Chairperson
Ms. Restituta Macarayo	-	Member
Ms. Ma. Luz M. Serafica	-	Member
Ms. Melanie Pagkalinawan	-	Member
Ms. Evelyn Gecale	-	Member

TWG/Procurement:

Mr. Aznar Dax Raymond	-	PDD Staff
Arch Ericson Europa	-	PDD Director/TWG
Mr. Cabardo Jarel Dee	-	PDD Draftsman
Ms. Jenny Larwa	-	PDD Draftsman
Mr. Kimto M. Montederamo	-	PDD Draftsman
Ms. Nora Dela Viña	-	Procurement Head

Bidder/s:

Ms. Jennelyn Pasimbo	-	Bermicon Dev. Corp.
Ms. Alma Adelyn Macalunsod	-	Golden Vido
Mr. Melvin Aries A. Penuela	-	Amazing Find Builders
Mr. Albert Manuela	-	RC Trocio Builders
Arch. Imelda S. Canuday	-	Observer/President UAPDC
Engr. Eduardo Francisco	-	ASM Francisco
Mr. Eduard Aurelio	-	Hexamindz Corporation
Mr. Renato R. Plaza	-	RC Trocio Builders
Ms. Ann Marie Plaza	-	RC Trocio Builders
Mr. Glenn Quijano	-	EDC

Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 3:00 o'clock in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Observers & Bidders.

EDWARD FRANCISCO
3/27/18

Dr. Biton announced the titles and the reference number of the projects for the information of the attendees of the pre-bid conference. This was followed by a brief introduction. She explained that the purpose of having a pre-bid conference is for the prospective bidders to ask their queries and clarify other information regarding the infra project.

Under Section 22, 2016 IRR, the Pre-bid Conference, as one major requirement in the conduct of public bidding, is now structured in such a manner that it will provide the procuring entities and prospective bidders clear guidelines when to conduct pre-bid conference, and more importantly, it provide an avenue for clarification of some gray areas or cloudy matters of a certain procurement project, thereby enhancing an effective and efficient procurement process.

In Section 22.1. the approved budget of the contract (ABC) is used as the determining factor as to whether or not conduct a pre-bid conference. For contracts to be bid with an ABC of One Million Pesos or more, it is a mandatory requirement that at least one pre-bid conference should be convened. If it is less than 1 Million Pesos, it will be discretionary upon the Bids and Awards Committee (BAC), but if the prospective bidders deemed it necessary, then they can make a written request to the BAC to conduct a pre-bid conference.

The pre-bid conference for the project: **Construction of 5-Storey Information Technology (IT) building Phase IV** With an ABC amounting to Nine Million Six Hundred Eighty-Seven Thousand Two Hundred Thirty-Two & 03/100 Pesos (PhP 9,687,232.03) held at the USEP-RDE Conference Room was called to order at 3:00 o'clock p.m of 23rd day of March, 2018.

I. PACKAGING OF THE PROJECT :

SEALING AND MARKING OF BIDS

Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding documents must be in a manner that the Technical Component of the Bid (First Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL COPY".

Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

II. CHECKLIST OF REQUIREMENTS FOR BIDDERS

1. Eligibility Requirements (Legal, Technical, Financial Documents)

Dr. Biton briefly discussed the Checklist of Requirements for Bidders on which she read the documents to be included inside the first envelope: the legal documents, which should include the following:

- a) DTI business name registration or SEC registration certificate, whichever is appropriate;

- b) Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; other appropriate licenses as may be required; BIR tax clearance.
2. For the technical documents the following were briefly explained:
- a) Bid Security wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
 - b) Bidding Documents Fee wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
 - c) Authority of Signatory/Representative; Omnibus Sworn Statement wherein it must be notarized;
 - d) Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, supported with the project requirements; the summary sheet of lots; site inspection certificate issued by the end-user; valid and current PCAB license and registration. Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR;
 - e) Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR; and the computation of the Net Financial Contracting Capacity (NFCC)

Dr. Biton reminded the prospective bidders to take note of the needed supporting documents: *List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started Statement of all Completed Government & Private Construction which are similar in nature.* For standard forms, it must be supported with the following documents: 1) Notice of Award issued by the owners, 2) Notice to Proceed issued by the owners, and/or 3) Certificate of Accomplishment signed by the owner or Project Engineer; it must be supported with the following documents: 1) Contract, 2) CPES rating sheets (for Government construction) and/or Certificate of Completion (for Private construction) and 3) Certificate of Acceptance

Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **April 11, 2018** The sealed bids must be submitted to the BAC Secretariat on or before the set time at 3:00 p.m opening shall shortly follow.

THE TECHNICAL WORKING GROUP REPRESENTATIVE

PDD/TWG presented the details and scope of the project as follows:
This includes painting and tiling works for Ground up to Third floor. Structural for Auditorium bleachers and concrete ledges detail and etc.

The duration for the project is **120** calendar days.
Total ABC : **9,687,232.03**

Scope of Work:

- General Requirements
 - a. For Ceiling Preparation, Removal and re-installation of existing lighting fixtures, smoke detectors and other relevant ceiling and wall fixtures.
 - b. Re-orientation of existing sprinkler system with respect to the new ceiling
- Concrete works
- Masonry works
- Tile works

- a. Ground floornd
- b. 2rd floor & Stairs
- c. 3rd floor & Stairs
- d. Deco. Stone Tiles
- Steel works
 - a. Structural for Auditorium bleachers and stage
- Finishing works
 - a. Wall Painting

Ground Floor

-Power room

- b. Ceiling Painting

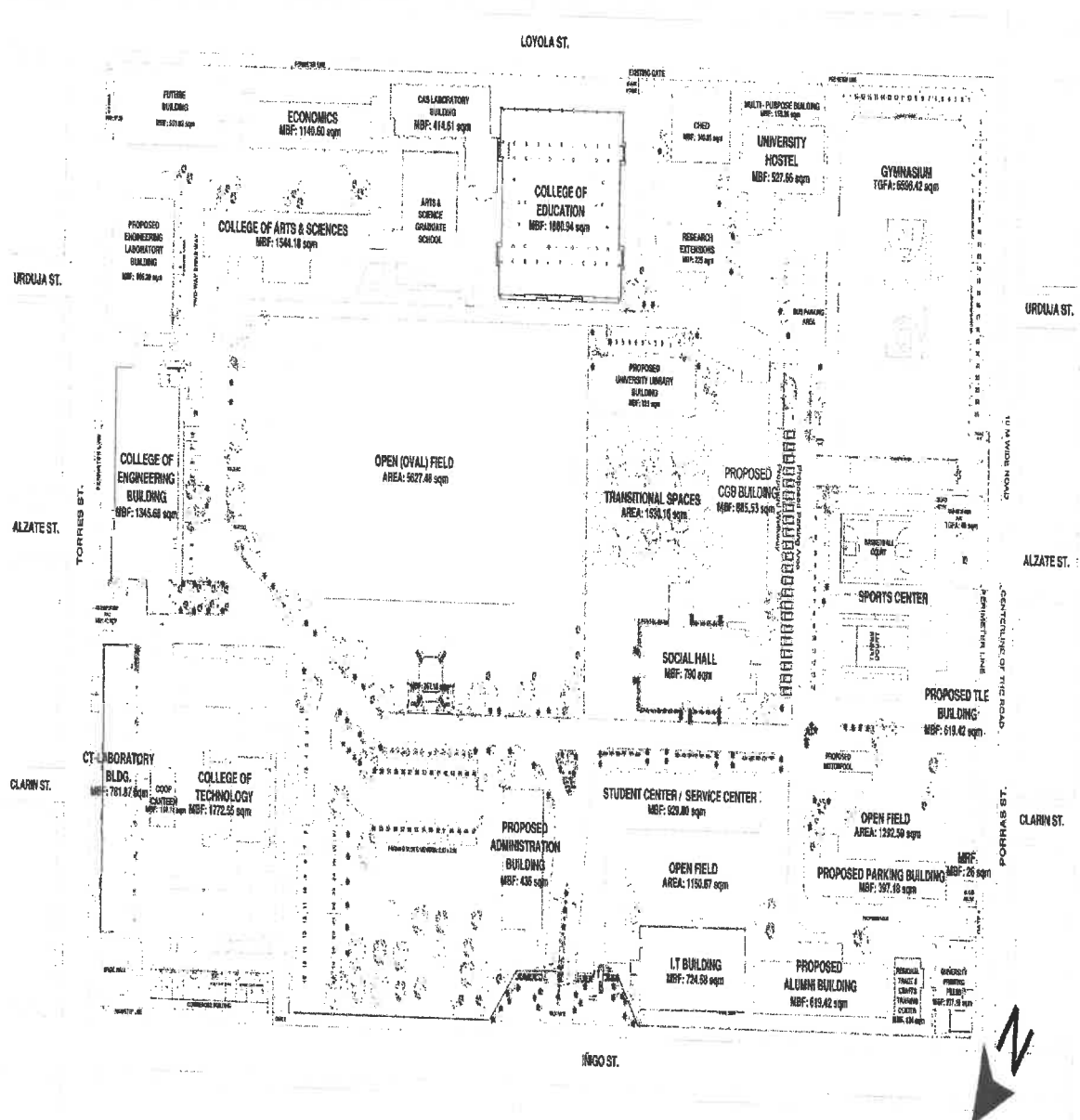
Second Floor

Third Floor

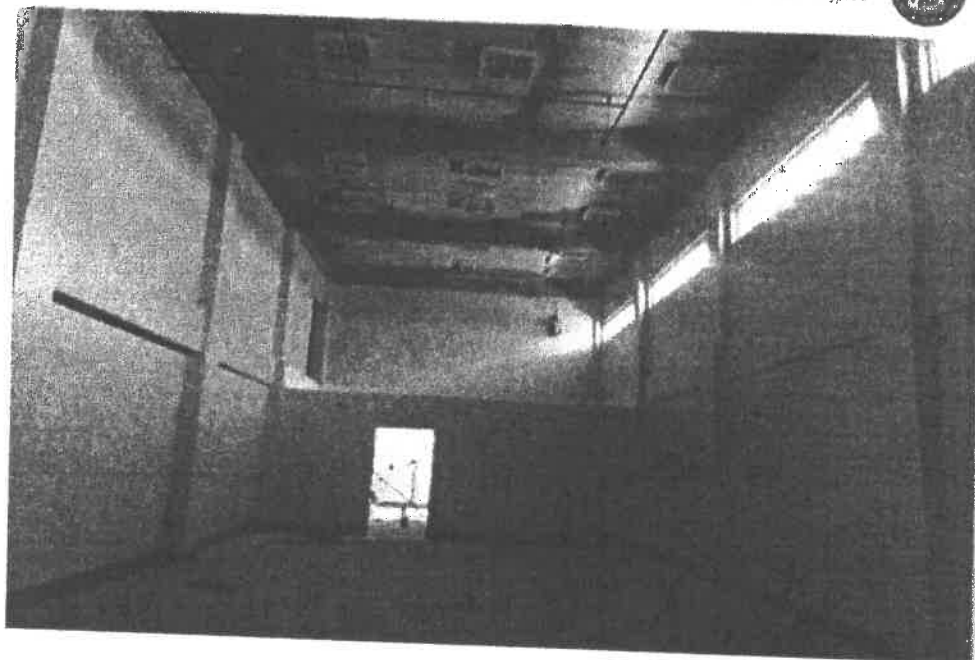
- c. Auditorium Flooring
- d. Auditorium Ceiling
- Water tanks & Pumps
- Pipes & Pipe fittings
- Special equipment & Furnishing

The proposed contract duration posted in the Invitation to bid is 180 calendar days and changed to 120 calendar days to be issued with a Supplemental Bid Bulletin by the BAC Secretariat.

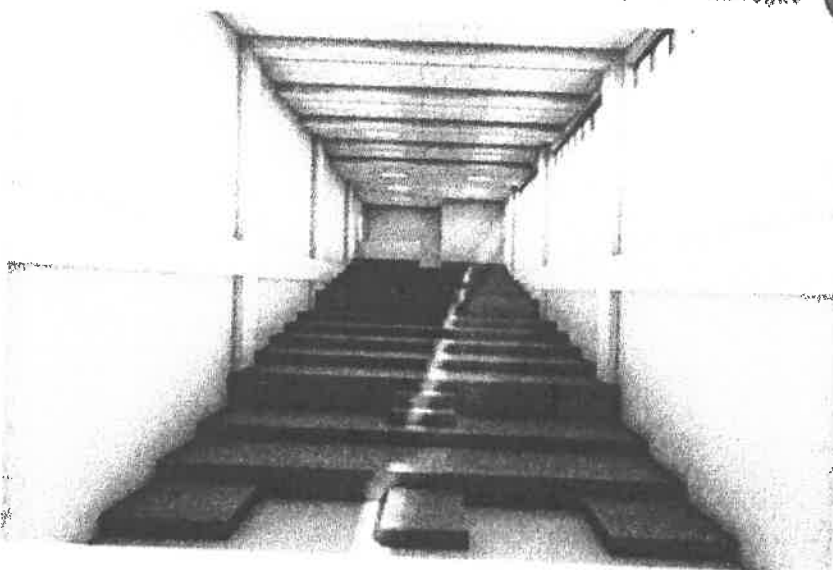
Project Key Plan :



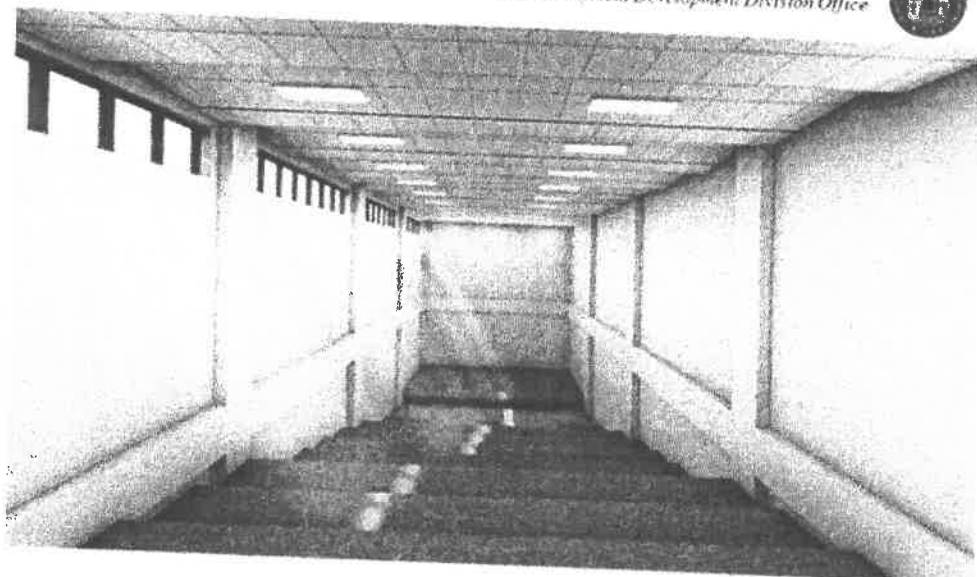
EXISTING CONDITION
USEP- Physical Development Division Office



ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office



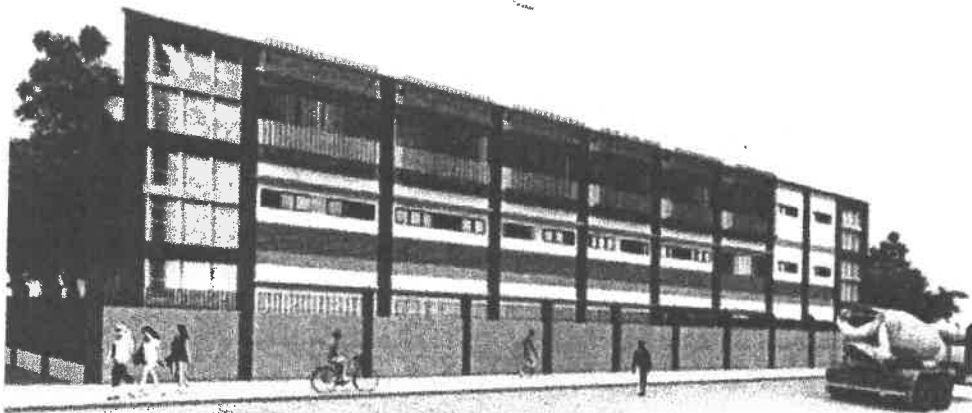
ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office



EXISTING CONDITION
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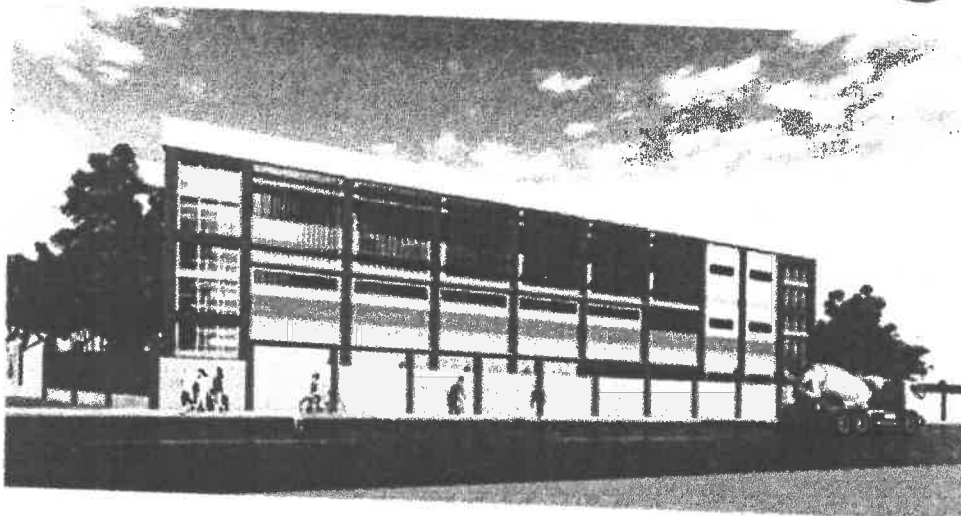


ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office



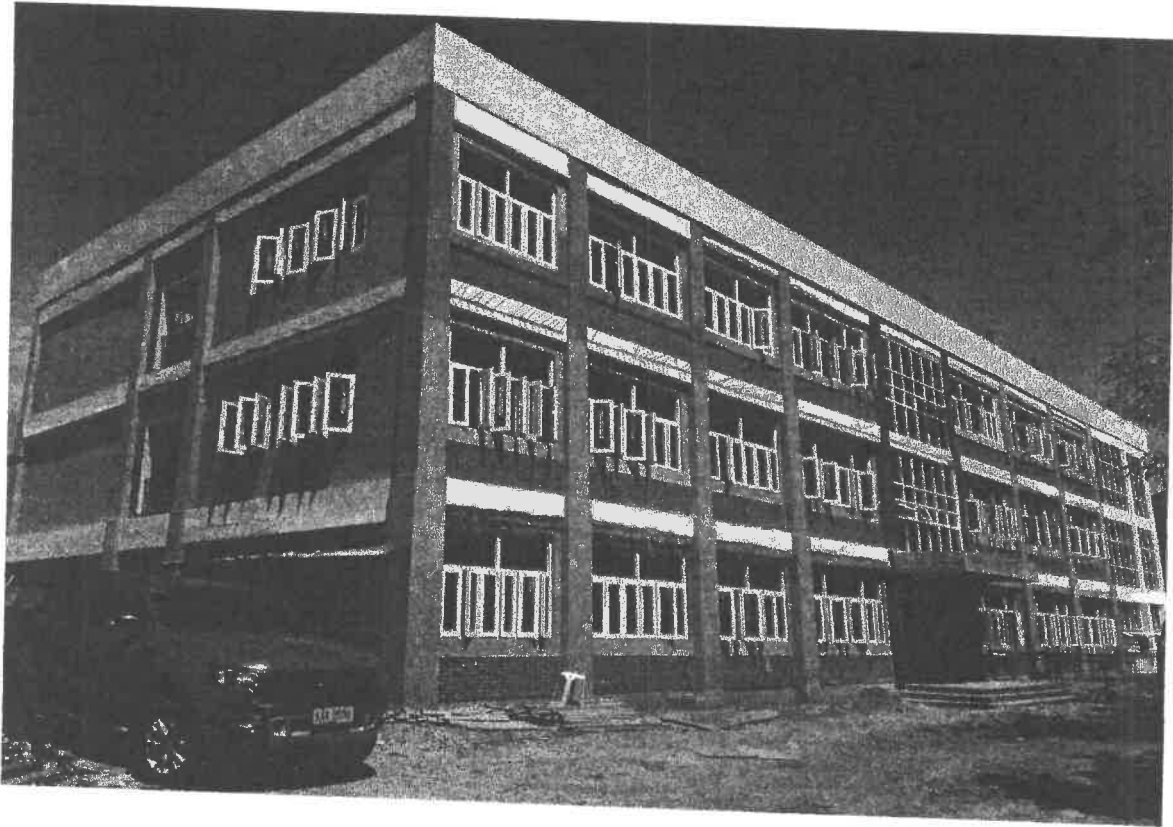
REAR PERSPECTIVE

ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office

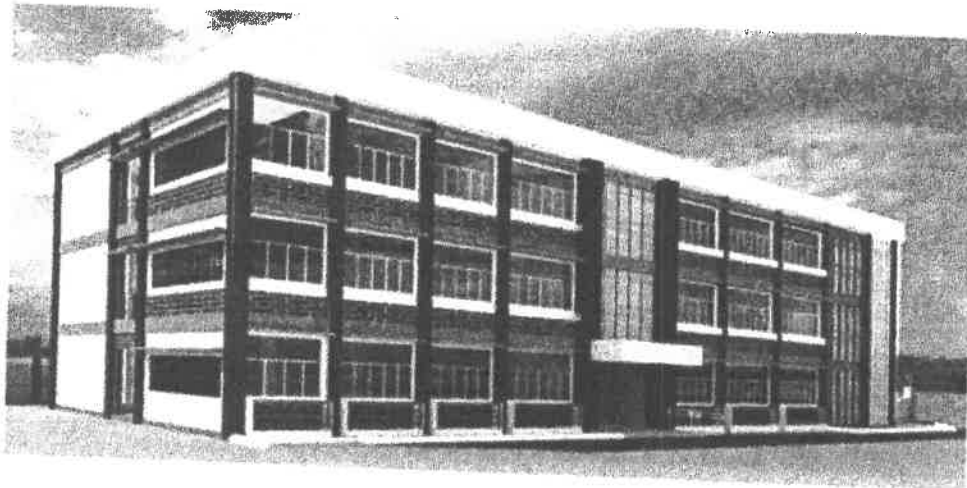


REAR PERSPECTIVE

EXISTING CONDITION

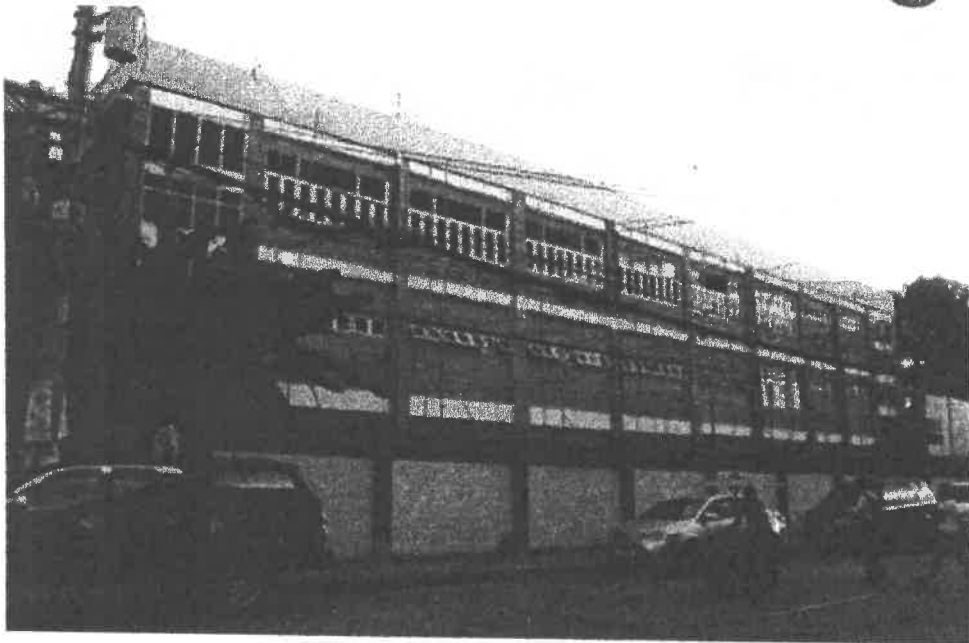


ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office

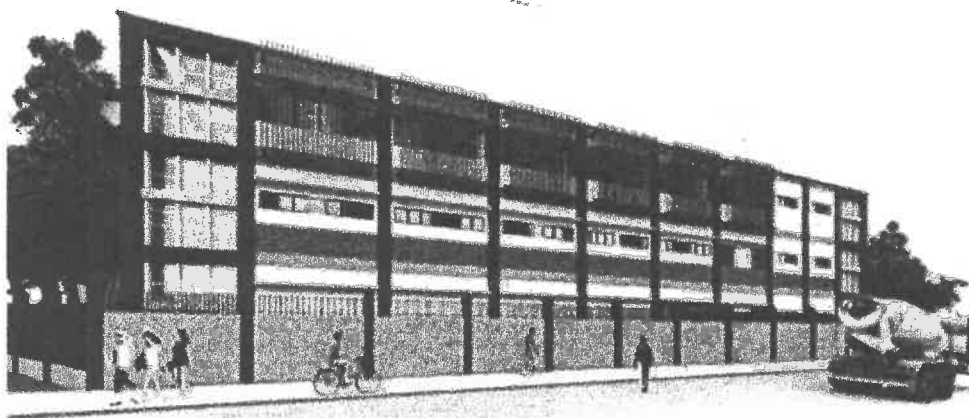


FACADE PERSPECTIVE

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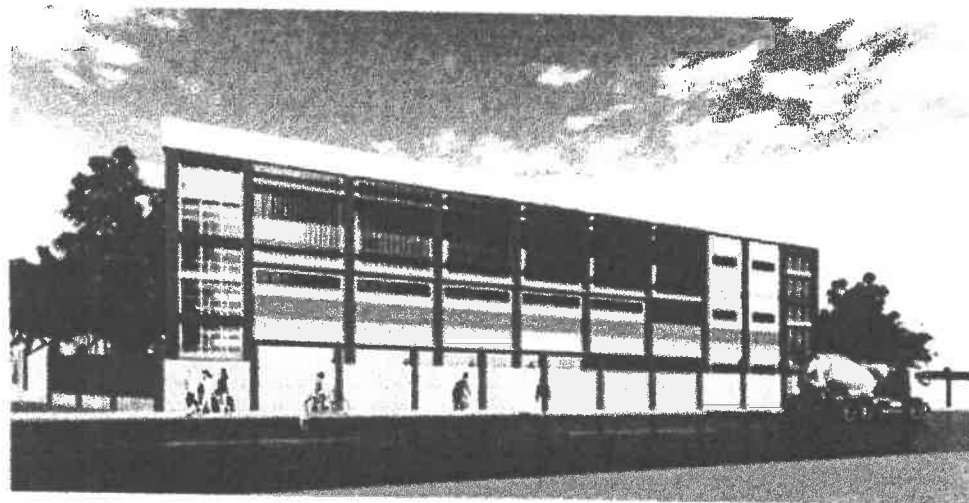


ARCHITECT'S PERSPECTIVE
USEP - Physical Development Division Office



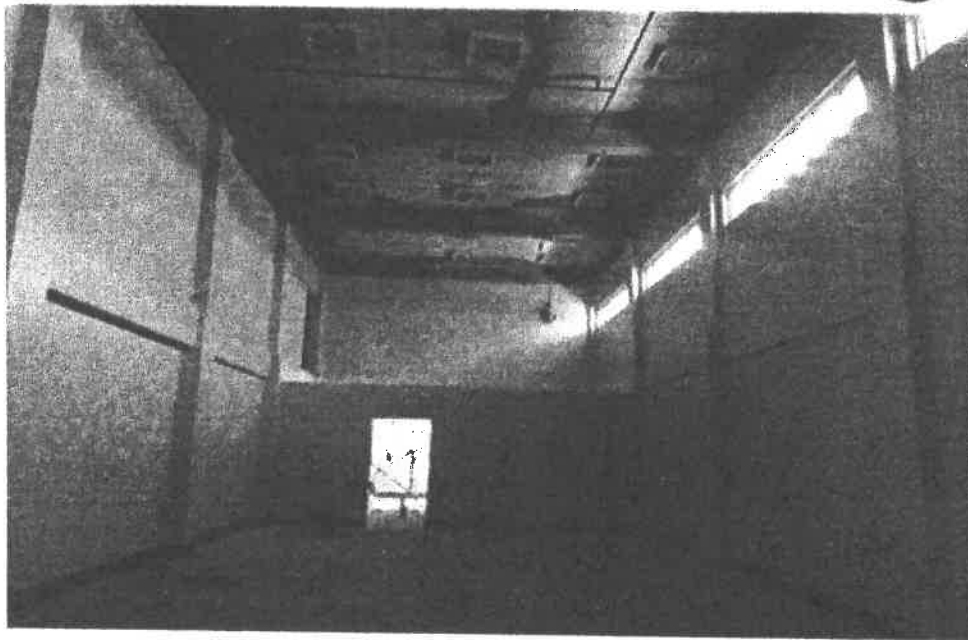
REAR PERSPECTIVE

ARCHITECT'S PERSPECTIVE
USEP - Physical Development Division Office

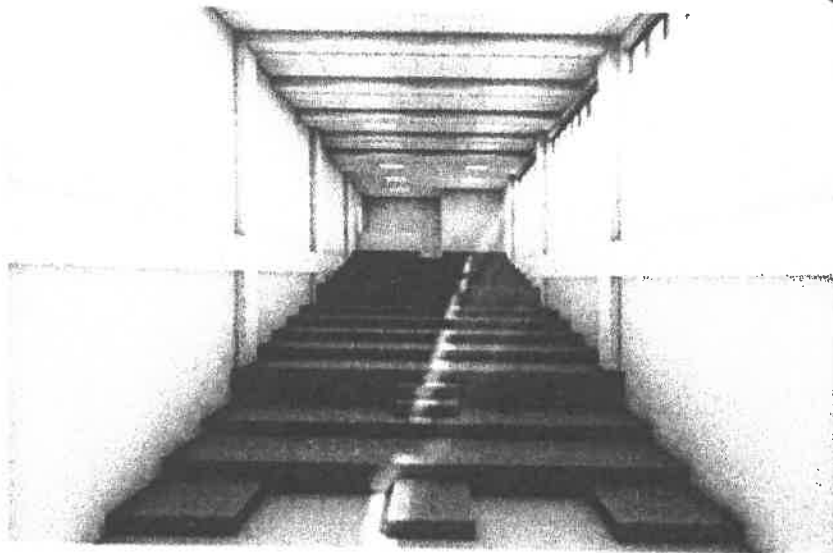


REAR PERSPECTIVE

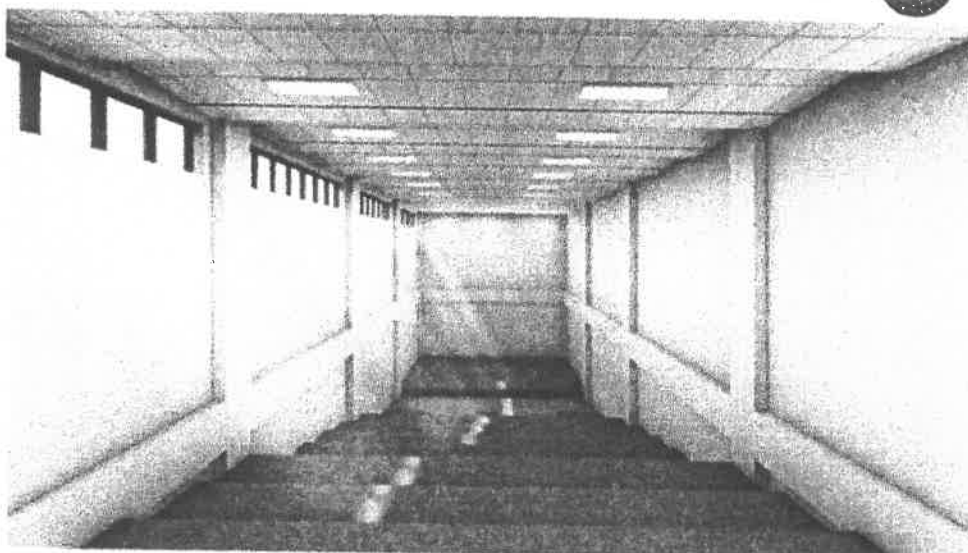
EXISTING CONDITION
USEP- Physical Development Division Office



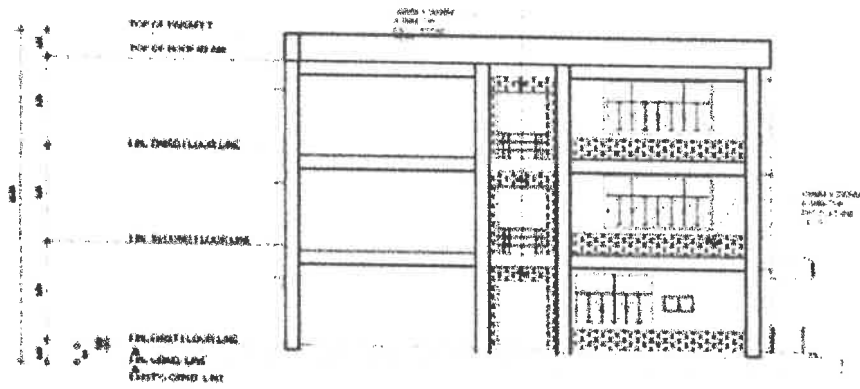
ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office



ARCHITECT'S PERSPECTIVE
USEP- Physical Development Division Office

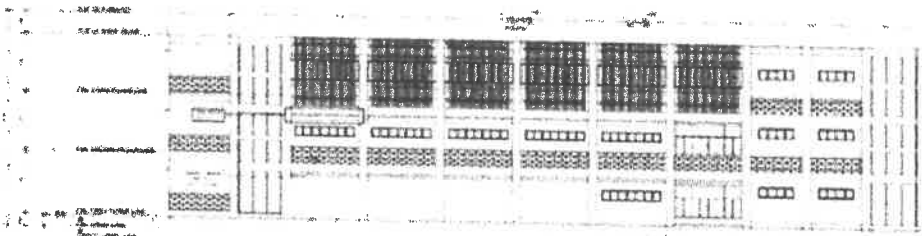


ELEVATION
CSEP Physical Development Division Office



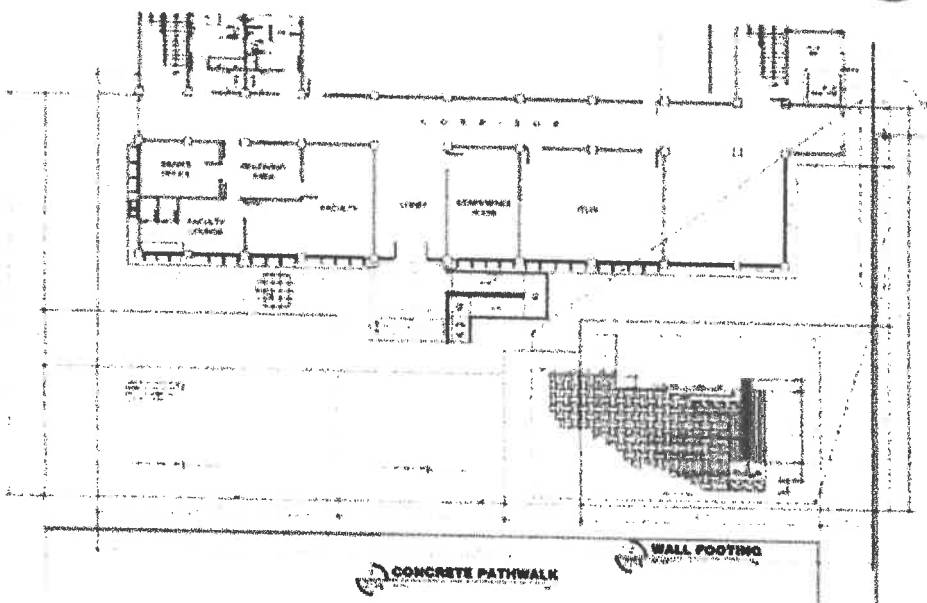
3 LEFT ELEVATION
 1014 SCALE 1/200

ELEVATION
CSEP Physical Development Division Office

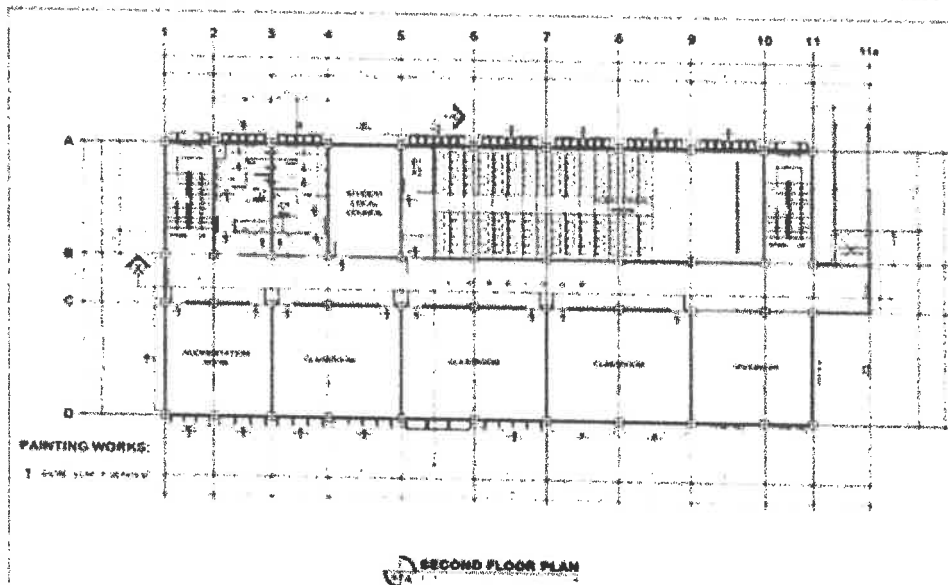


REAR ELEVATION
STONE WORKS
 - REAR ELEV.
 - RIGHT SIDE ELEV.
 - LEFT SIDE ELEV.
PAINTING WORKS
 - PARAPET
 - LINDERS & BEAM
 - EXTERIOR WALL FOR
 CONCRETE SURFACES
 - STEEL FRAMING & LOUVERS

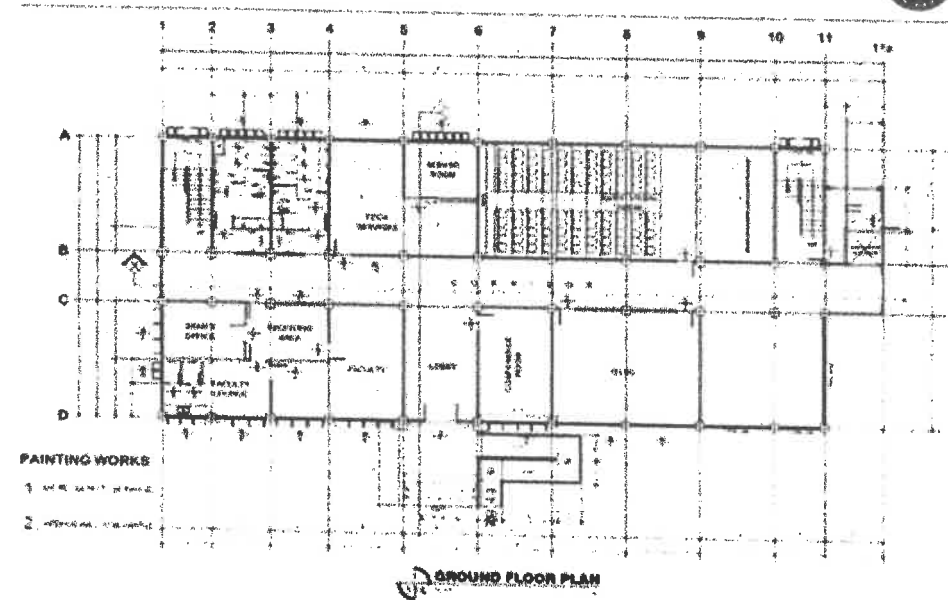
CAD PLAN
CSEP Physical Development Division Office



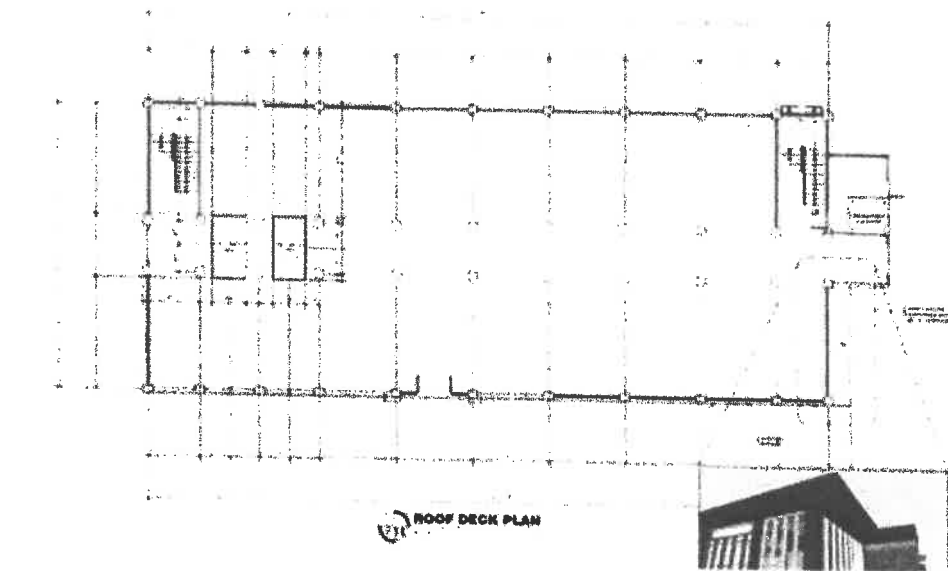
CAD PLAN
CSEP Physical Development Division Office



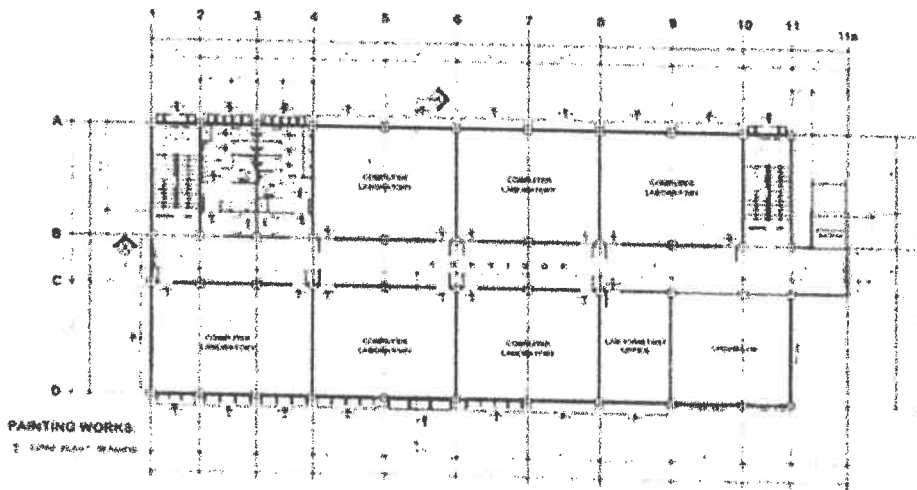
CAD PLAN
CSEP Physical Development Division Office



CAD PLAN
CSEP Physical Development Division Office

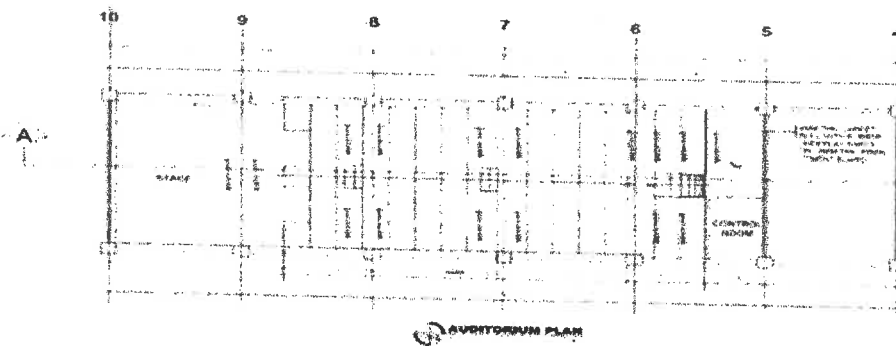


CAD PLAN
USEP- Physical Development Division Office



THIRD FLOOR PLAN

FLOOR PLAN
USEP- Physical Development Division Office



AUDITORIUM PLAN

OPEN FORUM/QUERIES/CLARIFICATIONS:

The BAC Chair asked the body for clarifications and queries

The Bidder from Golden Vido clarified and she mentioned that if ever tve finish the existing project would that also mean we will the one to process the occupancy permit.

Dr. Biton reiterated, that can be occupied once finishing is done.

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 3:25 pm.

Prepared by:

OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

MARLYN D. BITON
Chairman, BAC