



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Additional Classrooms for Bislig Campus (Phase 1)

Contract No. 2018-22/INFRA

October 31, 2018 at 09:30 am

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

Approved ABC: Ph P 2,633,897.85

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

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta Macarayo	-	Member
Ms. Emmele L. Embat	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Melanie Pagkaliwagan	-	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
Arch. Ericson Europa	-	TWG/PDD Director
Ms. Joanna Angela	-	PDD Draftsman
Ms. Jenny Latoja	-	PDD Draftsman
Mr. Kim To Montederamos	-	PDD Draftsman

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Dr. Daisy T. Besing - OIC IPD

Procurement:

Ms. Nora Dela Viña - Procurement Head
Mr. Chris Villahermosa - Procurement Staff
Ms. Ma. Charlot A. Tinaco - Procurement Staff

End-user:

Ms. Anchie C. Villaester - End-user/Bislig Campus
Ms. Lovella C. de Ramos - End-user/Bislig Campus
Mr. Whelson C. Pasos - End-user/Bislig C

Bidder/s:

Mr. Melvin Aries Pinuela - Project Engr, Amazing Find Builders
Mr. Marvin A. Pinuela - Amazing Find Builders
Mr. Michael Guardian - Project Manager, Senseserve Const.
Mr. Manuel Dacillo - Manager, Senseserve Const.
Ms. Pinky Mae Quiñones - Project Coordinator Senseserve Const.
Mr. Clar Rocsony - Liason Officer, Two Degrees Construction
Ms. Aimie Casquijo - Project Engineer, Two Degrees Construction
Mr. Peter Paul Paliza - Sales Executive, JLACE Const.
Mr. Rommell V. Marasigan - Liason Officer, RGC Construction
Mr. Adrian Amigleo - Project Manager, LPS Construction
Mr. Garry Dela Cruz - Project Architect, LPS Construction
Mr. Brian Soriano - PIC, PAMONRIC Inc.
Mr. Ian John Resurreccion - PIC, PAMONRIC Inc.
Mr. Antero Magellan Gablines - Project Manager, AGUERO Const
Mr. Dennis Daroy - Administrative Officer, J3 Cobe
Mr. Charlie Via - Representative, JTA Builders
Mr. Rocsony Clitar - Two Degrees Const. & Supply
Ms. Rufa Amper - MS Lagman Const. Inc.
Ms. Alma Macalungsod - Goldenvido Builders, inc
Ms. Jeneva Grace Bañados - GVBS

A. Proceedings:

The activity commenced with a prayer.

Upon declaration of a quorum, the BAC Chair, Dr. Biton called the meeting to order with five (5) BAC members attended at 10:30 o'clock in the morning. She also acknowledged the presence BAC Secretariat Members, TWG, Bidders and the end-users.

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B. Reading of Minutes

Dr. Biton read the minutes of the pre-procurement conference meeting for the additional classroom for bislig campus (phase 1) which is a 1-Storey structure located at USEP Bislig Campus along Daang Maharlika. The Additional Classroom for Bislig Campus (Phase 1) is a construction of 3 classrooms. Dr. Mina moved for the approval of minutes and seconded by Dr. Pacoy

C. 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 2,633,897.85 Two Hundred Twenty (220) calendar days as project duration. She said that the proposed project shall 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

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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 52,677.96**. 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 131,694.89**.

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"

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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.

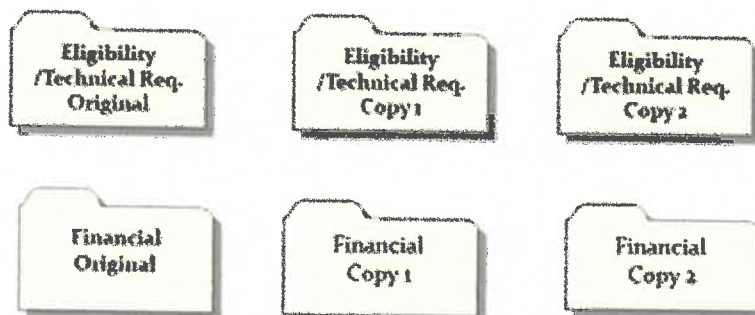
For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, eligibility documents under Section 23.1, 2016 IRR of RA 9184 must be submitted.

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.

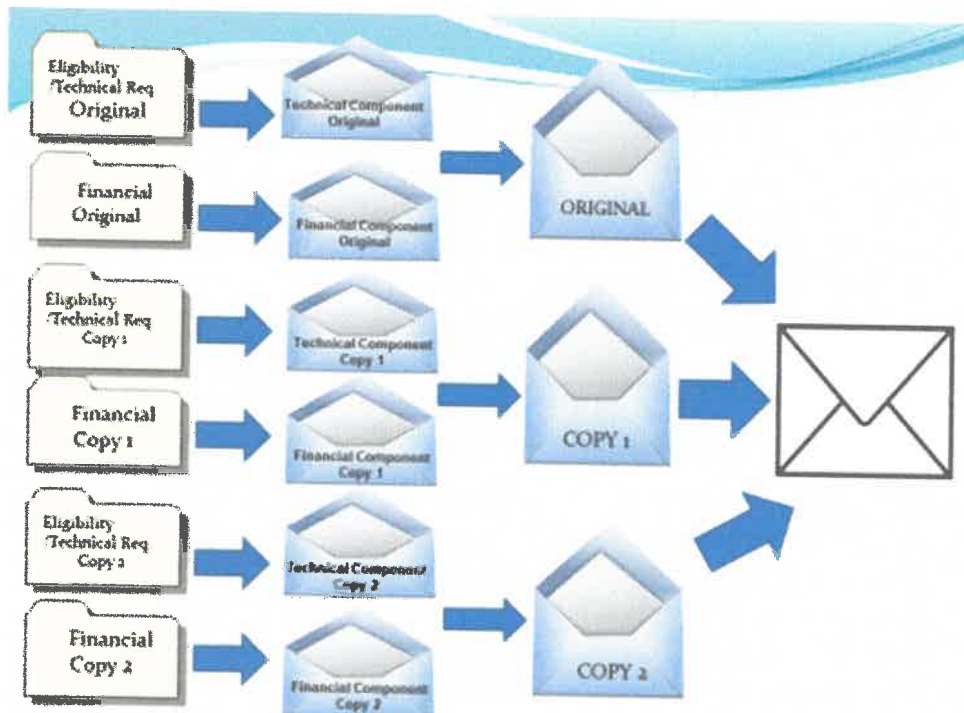


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



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. Should 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 21 November, 2018. Cut-off time will be at 1:00 p.m. and Opening of Bids shall immediately follow. The venue will be at the USEP-RDE Conference Room. Any bid submitted after the cut-off time shall be declared late and shall not be accepted.

D. PRESENTATION OF THE TECHNICAL WORKING GROUP/PDD

The **ADDITIONAL CLASSROOM FOR BISLIG CAMPUS (PHASE 1)** is a 1-Storey structure located at USEP Bislig Campus along Daang Maharlika. The Additional Classroom for Bislig Campus (Phase 1) is a construction of 3 classrooms.

The duration of the project construction is **220 Calendar Days**. The Project's Approved Budget Cost is **PHP 2,633,897.85 only**.

SCOPE OF WORK:

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.)

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II – SITE WORKS

Site Clearing and Grubbing, and Earthworks

III – FORMWORKS & SCAFFOLDS

IV – REINFORCED CONCRETE WORKS

Reinforced Concrete Footings, Tie Beams, Columns, Concrete Gutter, Concrete Floor Slab, Roof Beams and Corbels.

V – STRUCTURAL STEEL WORKS

Main Roof, Hallway Roof and Steel Tubular Posts.

VI – PLASTERING WORKS

Exterior and Interior Walls.

VII – REINFORCED MASONRY WORKS

VIII – DOORS AND WINDOWS

IX – CEILING WORKS.

X – ROOFING WORKS

XI – ELECTRICAL WORKS



Additional Classrooms
for Bislig Campus (Phase 1)
USeP BISLIG CAMPUS SITE

Republic of the Philippines
Department of Public Works and Highways
PHYSICAL DEVELOPMENT DIVISION OFFICE
Bislig Office - Davao City



Additional Classrooms
for Bislig Campus (Phase 1)
PROPOSED SITE

Republic of the Philippines
Department of Public Works and Highways
PHYSICAL DEVELOPMENT DIVISION OFFICE
Bislig Office - Davao City


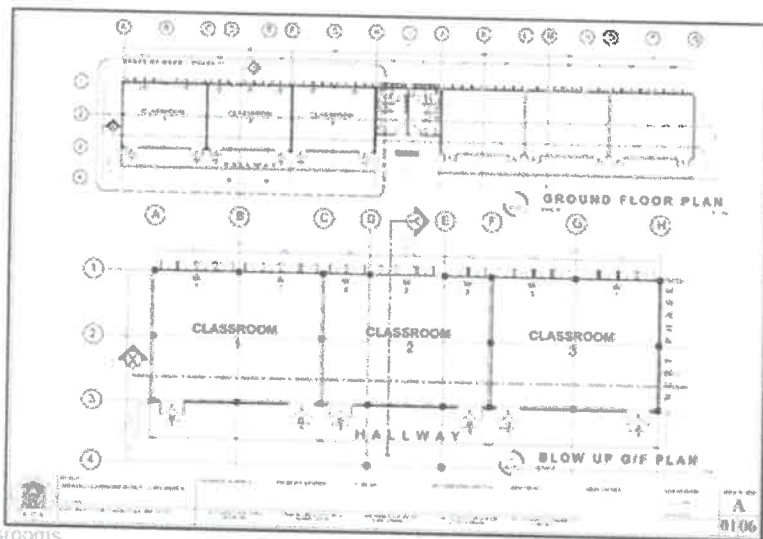


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Additional Classrooms
for Bislig Campus (Phase 1)
PERSPECTIVE

Republic of the Philippines
Department of Education - Division Office
PHYSICAL DEVELOPMENT DIVISION OFFICE
Bislig, Davao City

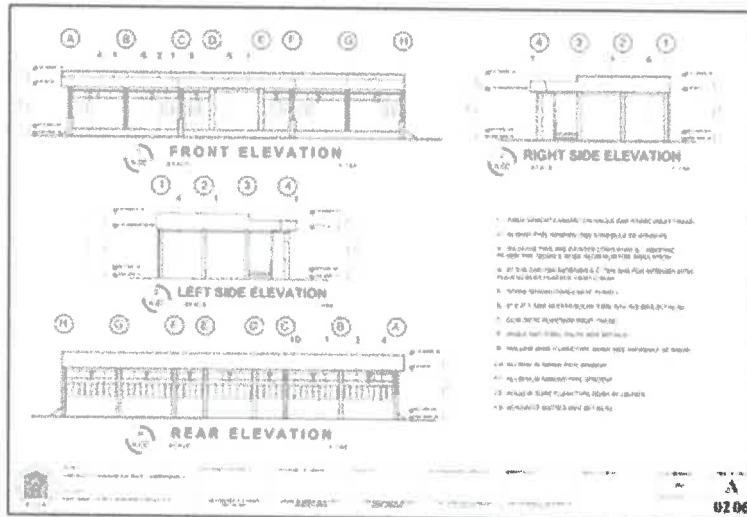



Additional Classrooms
for Bislig Campus (Phase 1)
GROUND FLOOR PLAN

Republic of the Philippines
Department of Education - Division Office
PHYSICAL DEVELOPMENT DIVISION OFFICE
Bislig, Davao City



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classrooms Bislig Phase 1)



Additional Classrooms
for Bislig Campus (Phase 1)
ELEVATIONS

Republic of the Philippines
Department of Public Works and Highways
PHYSICAL DEVELOPMENT DIVISION OFFICE
Davao City



ADDITIONAL NOTES FROM PDD:

All workers and personnel must follow the University's Rules and Regulations.

There must be no gambling, smoking and drinking of alcohol/liquor within the University's premises.

All workers must pay respect and participate during Philippine Flag ceremonies and retreats during Monday mornings and Friday afternoons. All construction works must be halted and must resume only after Philippine Flag Raising and Retreat.

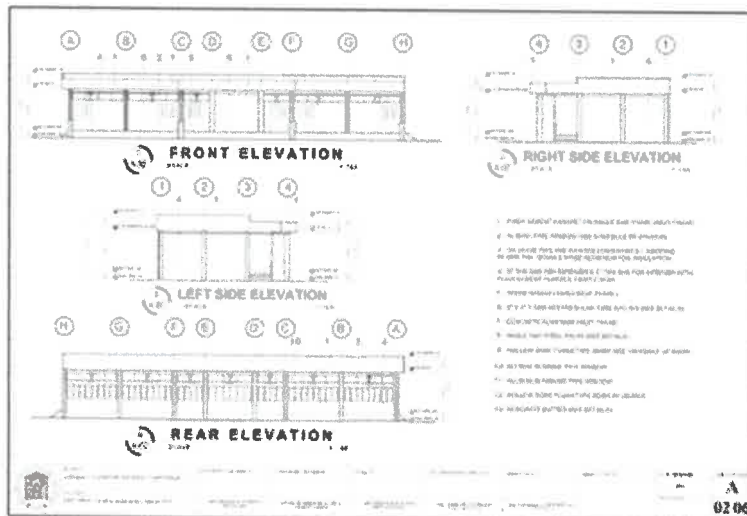
Only two (2) persons are allowed for overnight stay-ins to serve as safeguards to the construction site and construction materials.

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. All contractors are required to apply for Water and Power connections from Davao Light and Davao City Water District.

All Workers and Personnel must wear IDs, PPE and Company Uniform inside the campus at all times.

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

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Additional Classrooms
for Bislig Campus (Phase 1)
ELEVATIONS

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Department of Education
PHYSICAL DEVELOPMENT DIVISION OFFICE
Davao City

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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:

If the accomplishment of the construction project is ahead of time schedule or on schedule.

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

E. 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 stated "(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."

Two Degrees bidder clarified with regard to the PCAB license on what particular size range and license category and the contract cost can the bidder be participated in the project?

Dr. Biton responded based on the Circular no 001 series of 2009 presented as follows:

<u>Size Range</u>	<u>License Category</u>	<u>Single Largest Project / Required Track Record</u>	<u>Allowable Range of Contract Cost</u>
Large B	AAA	Above Php150 M	< or above Php300 M
Large A	AA	Above Php100 M up to Php150 M	Up to Php300 M
Medium B	A	Above Php50 M up to Php100 M	Up to Php200 M
Medium A	B	Above Php10 M up to Php50 M	Up to Php100 M
Small B	C & D	≤ Php10 M	Up to Php15 M
Small A	Trade	≤ Php500 Th	Up to Php500 Th

Dr. Biton reminded to the bidders and everyone "we do not allow or tolerate SOP", she mentioned that the BAC followed strictly what was instructed in accordance with the RA 9184.

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F. Adjournment:

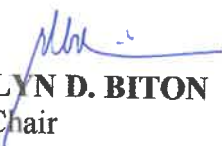
With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 10:00 am.

Prepared by:



OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:



MARLYN D. BITON
BAC Chair