



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Establishment of CGB Graduate School Building (Phase 2)

Contract No. 2019-09/INFRA (REBID)

June 06, 2019 at 2:00 pm

Venue: USEP CBA Library, Obrero Campus, Davao City

Approved ABC: PhP 48,305,864.73

Present were:

Bids and Awards Committee:

Dr. Edeliza S. Gonzales	-	Chairperson
Dr. Emilia P. Pacoy	-	Vice Chair
Dr. Annweda C. Mina	-	Member
Prof. Xennie Y. Tupas	-	Member
Ms. Estela S. Magandi	-	Member

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Ma. Luz Serafica	-	Member
Ms. Melanie Pagkaliwagan	-	Member
Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Engr. Florencio Chua	-	University Engineer
Mr. James Ablog	-	PDD Draftsman

Procurement:

Ms. Nora Dela Viña	-	Procurement Head
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Bidder/s:

- Ms. Ana Marie Balo - Riezel Land Care & Construction
- Ms. Maielu Domingo - Riezel Land Care & Construction
- Mr. Dennis Damuy - V3 Cube Construction
- Mr. Michael Gaviola - Lotrim Construction Inc.
- Mr. Orlando C. Sto. Domingo - L.V Ledesma

A. Proceedings:

The activity commenced with a prayer.

Upon declaration of a quorum, the BAC Chair Dr. Gonzales called the meeting to order with five (5) BAC members attended at 2:00 o'clock in the afternoon. She also acknowledged the presence BAC Secretariat Members, TWG, and Bidders.

B. Business Matters

BAC Chair, Dr. Gonzales, informed the body that the BAC conducted the pre-bid conference for the project with an Approved Budget for the Contract (ABC) of PhP 48,305,864.73 within Three Hundred (300) 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.

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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 966,117.28. 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 2,415,293.2

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.

135 All submitted documents, including Copies 1 and 2 should be duly authenticated or
136 stamped as "Certified True Copy from the Original" by the company head, otherwise,
137 the bidder will be automatically disqualified. The bidder is advised to bring the original
138 copies of the documents submitted;

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140 Bidders Responsibilities 6.2(f)

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142 "Ensuring that each of the documents submitted in satisfaction of the bidding
143 requirements is an authentic copy of the original, complete and all statements and
144 information provided therein are true and correct"

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146 PhilGEPS Certificate of Registration and Membership

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148 Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated
149 file of the following Class "A" eligibility documents under Sections 23.1(a) and
150 24.1(a):

151 Registration Certificate; Mayor's/Business Permit or its Equivalent Document; Tax
152 Clearance; Audited Financial Statements.

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

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158 Sealing and Marking of Bids

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160 The BAC Chair presented the following slides:

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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.



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4 Pre-bid Conference 2019-09/Infra (CGB BUILDING
Phase 2) REBID

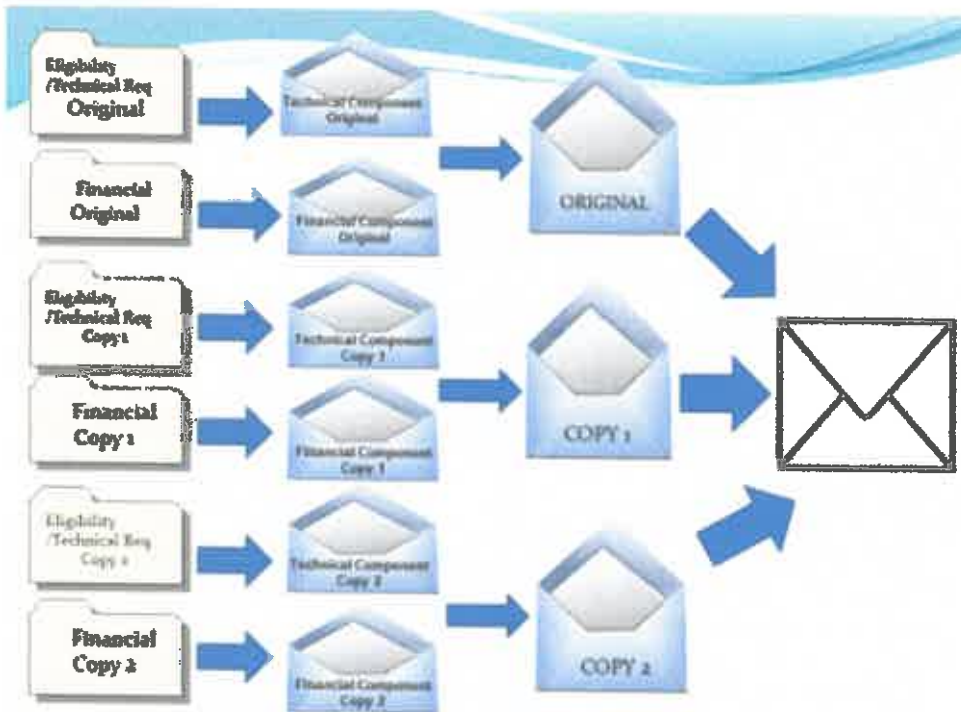
- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



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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.



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All envelopes shall:

- Contain the name of the contract to be bid in capital letters;

5 Pre-bid Conference 2019-09 / Infra (CGB BUILDING Phase 2) REBID

- 176 b. Bear the name and address of the Bidder in capital letters;
177 c. Should be addressed to the Procuring Entity's BAC in accordance with ITB
178 Clause 1.1;
179 d. Bear the specific identification of the bidding process indicated in ITB Clause
180 1,2 and
181 e. Bear a warning 'DO NOT OPEN BEFORE.... "The date and time for the
182 opening of bids," in accordance with ITB Clause 21.
183

184 If bids are not properly marked and sealed as required, the Procuring Entity will assume
185 no responsibility for the misplacement or premature opening of the bid. Moreover,
186 failure to comply with the required sealing and marking of bids shall be a ground for
187 disqualification.
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189 SUBMISSION OF BIDS

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191 The deadline for submission of bids is on 19 November, 2018. Cut-off time will be at
192 1:30 p.m. and Opening of Bids shall immediately follow. The venue will be at the
193 USEP-RDE Conference Room. Any bid submitted after the cut-off time shall be
194 declared late and shall not be accepted.
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196 **C. PRESENTATION OF THE TECHNICAL WORKING GROUP/PDD**

197 **Establishment of CGB Graduate School Building (Phase 2)**

198 **Project Description-** the CGB Graduate School Building Phase 2 will be the
199 continuation of the ongoing construction of the proposed 5 storey with roof deck
200 school building. The project primarily includes finishes for architectural,
201 plumbing, electrical and mechanical works. The CGB Graduate School
202 Building Phase 2 will be the continuation of the ongoing construction of the
203 proposed 5 storey with roof deck school building. The project primarily
204 includes finishes for architectural, plumbing, electrical and mechanical
205 works. The ABC for the project is **PHP48,305,864.73** with project duration
206 of **300 calendar days**
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209 **Project Key Plan**



6 Pre-bid Conference 2019-09 / Infra (CGB BUILDING
Phase 2) REBID

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CURRENT PROJECT STATUS



PHASE 1B (ONGOING)

- ◆ Date Started – January 24, 2018
- ◆ End of Contract – December 26, 2018 (Due to Time Suspension & Extension)
- ◆ Calendar Days – 240 days (8 Months)
- ◆ Accomplishment Rate – 43.50% as of February 15, 2019. (Overdue Contract)
- ◆ Scope of Work – Ground Floor to Roof Deck (Superstructure, Roofing System and Masonry Works)
- ◆ Status: Retrofitting Ongoing

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EXISTING SITE CONDITION



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7 Pre-bid Conference 2019-09/Infra (CGB BUILDING Phase 2) REBID

248 **SCOPE OF WORK**

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251 **I. GENERAL REQUIREMENTS**

- 252 ◆ Mobilization and Demobilization
- 253 Include temporary facilities such as field office, furnish and install office equipment, bodega, disposal of wastes, cleaning and moving out, temporary connections for water and electricity.
- 254 ◆ Construction Safety
- 255 Include Personal Protective Equipment, Worker ID's, medical supplies, first aid kits, safety and hazard signage, barricades and Safety Personnel, assembling of safety nets, fire extinguisher.
- 256 ◆ Project Signage
- 257 1 – building permit details with project perspective printed in tarpaulin (4' x 8')

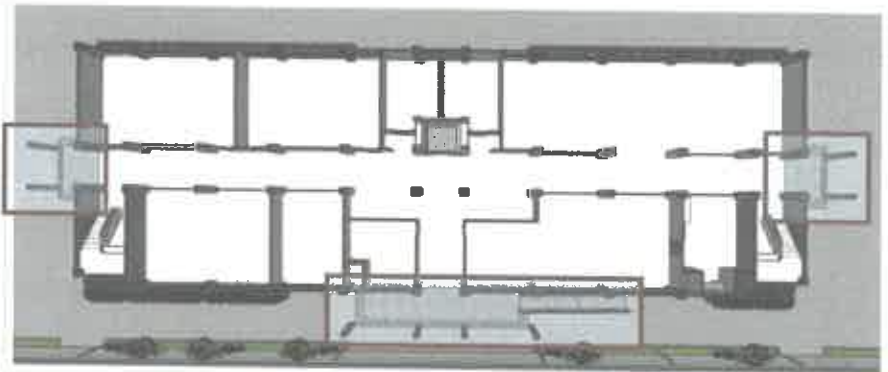
259 **II. SCAFFOLDING**

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261 **III. SITE WORKS**

- 262 ◆ Landscaping (Concrete Stamp)
- 263 ◆ Hauling and Disposal of Debris and Waste

264 **IV. STRUCTURAL WORKS**

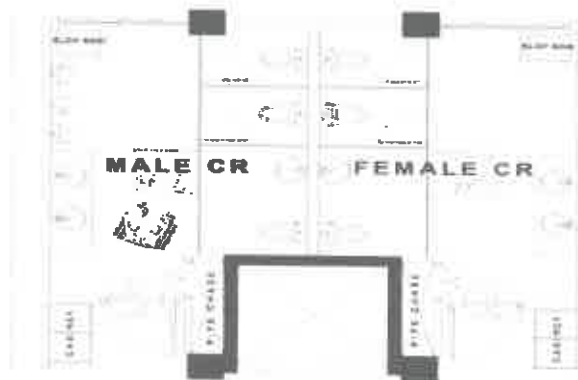
- 265 ◆ Earthworks (Includes layout & staking, excavation, backfill and compaction and gravel fill)
- 266 ◆ Formworks, Reinforcement Bars and Concrete Works.
 - 267 > Footing (porch) and Column (porch)
 - 268 > Ramp and Stairs (entrance)
 - 269 > Ledge



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274 **SCOPE OF WORK**

275 **V. PLUMBING WORKS**

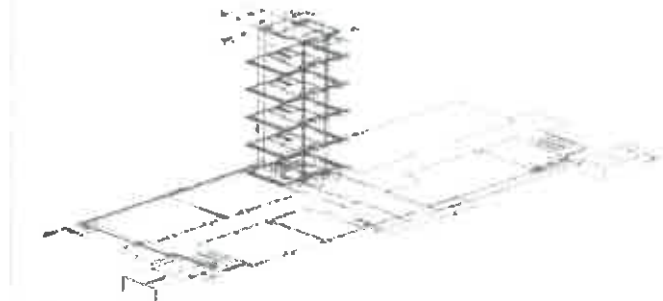
- 276 ◆ Ground Floor to Roof Deck
 - 277 a. Fixtures
 - 278 b. Sanitary Line
 - 279 c. Water Line
 - 280 d. Septic Tanks and Vaults
 - 281 e. Rainwater and Fire Tank
 - 282 f. Catch Basin
 - 283 g. Tanks and Pumps (Stainless Water Tank, Cistern Tank and Water Pump)
 - 284 h. Slop Sink and Counter Sink



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285 **SCOPE OF WORK**

286 **V. PLUMBING WORKS**

- 287 ◆ Ground Floor to Roof Deck
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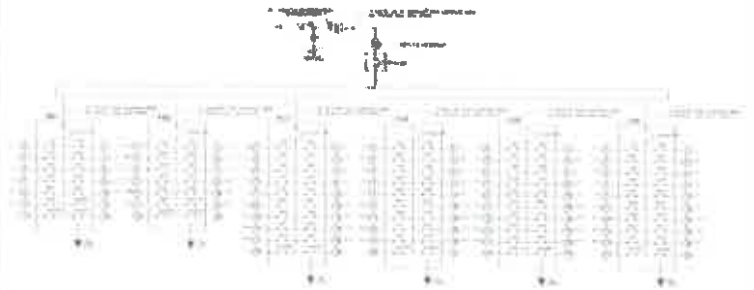
SCOPE OF WORK

VI. ELECTRICAL WORKS

- ◆ Ground Floor to Roof Deck
 - a. Main and Secondary Distribution System
 - b. Panel Boards
 - c. Lighting Fixture
 - d. Transformers

VII. MECHANICAL WORKS

- ◆ Ground Floor to Roof Deck
 - a. Automatic Fire Sprinkler System
 - b. Fire Detection and Alarm System
 - c. Passenger Elevator



SCOPE OF WORK

VIII. ARCHITECTURAL FINISHES

- a. **Plastering Works**
Ground Floor to Roof Deck plastering include interior and exterior walls
- b. **Tile Works**
Ground Floor to Fifth Floor tiling. Include Porch Ramp and Stairs, Ground Floor to Roof Deck Stairs, Corridor Rooms, Hallways, Classrooms, Offices, Computer Laboratory, Business Center and Other Spaces
- c. **Painting Works**
Ground Floor to Roof Deck exterior and interior concrete surfaces, steel surfaces, ceiling and eaves surfaces and wood surface
- d. **Ceiling and Drywall Works**
Ground Floor to Fifth Floor
- e. **Thermal and Moisture Control**
Waterproofing Works (Roof Deck and Comfort Room Flooring)
Roofing Works (Roof Deck and Porch Supply and Installation of Roof)



(LECTURE ROOM) INTERIOR PERSPECTIVE

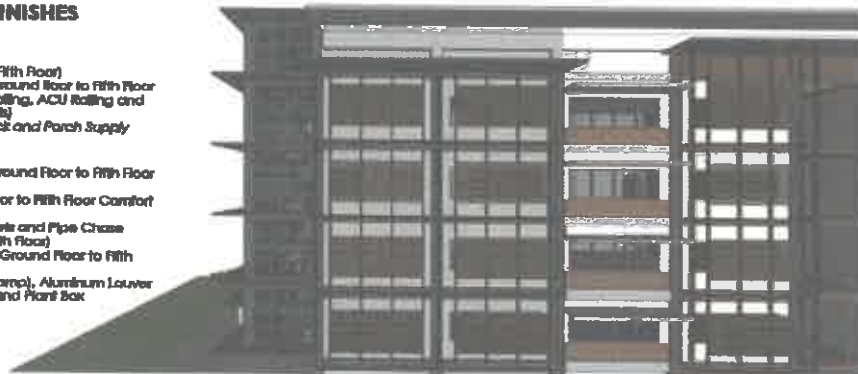


(LECTURE ROOM) INTERIOR PERSPECTIVE

SCOPE OF WORK

VIII. ARCHITECTURAL FINISHES

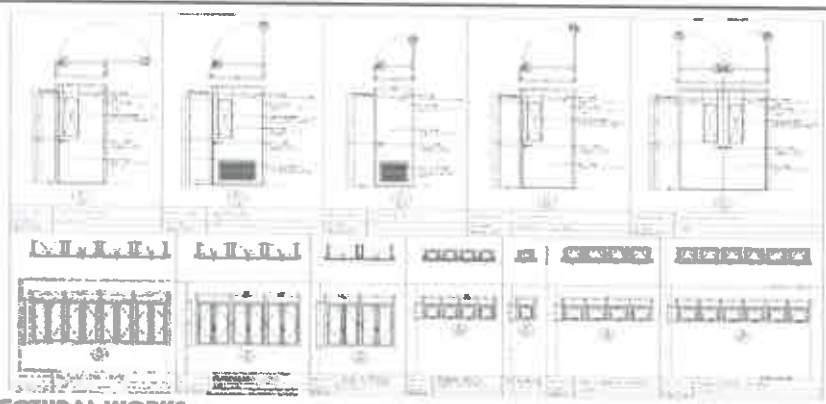
- 1. **Steel Works**
 - > Porch (Ground Floor)
 - > Louver (Ground Floor to Fifth Floor)
 - > Rolling and Handrails (Ground Floor to Fifth Floor Rolling and Roof Deck Rolling, ACU Rolling and Ramp and Stair Handrails)
 - > Roofing Works (Roof Deck and Porch Supply and Installation of Roof)
- 2. **Special Finishes**
 - > Red Brick Tile Veneer (Ground Floor to Fifth Floor Exterior Walls)
 - > Vanity Mirror (Ground Floor to Fifth Floor Comfort Rooms)
 - > Cabinets, Bottom Cabinets and Pipe Chase Door (Ground Floor to Fifth Floor)
 - > Male and Female Toilet (Ground Floor to Fifth Floor)
 - > Office: Tactile Paving (Ramp), Aluminum Louver Window (Ground Floor) and Plant Box



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SCOPE OF WORK



VIII. ARCHITECTURAL WORKS

h. Doors, Windows and Glasses
(Ground Floor to Roof Deck Supply and Installation of Doors and Windows)

Republic of the Philippines
Department of Public Works and Highways
PHYSICAL DEVELOPMENT DIVISION OFFICE
36, Alabang, Muntinlupa City



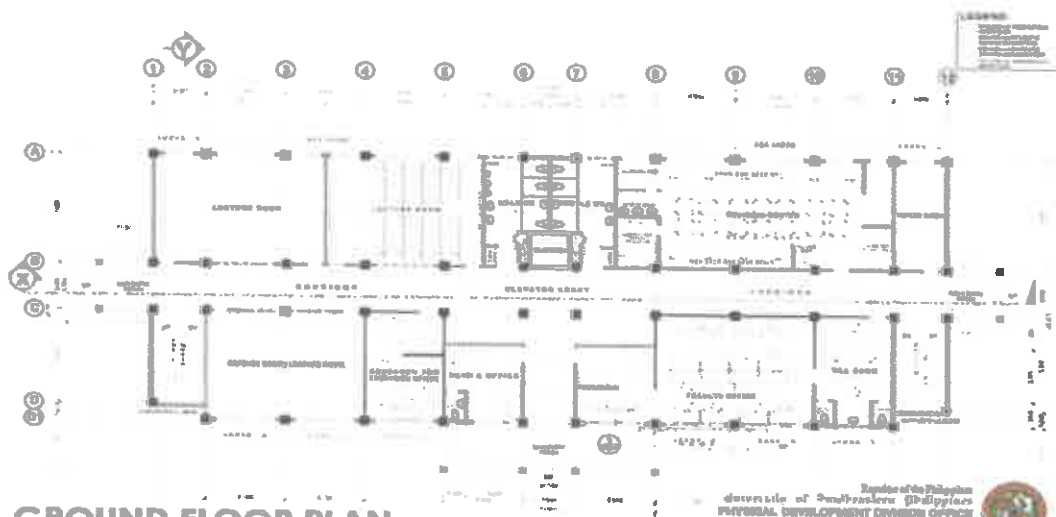
SCOPE OF WORK



VIII. ARCHITECTURAL WORKS

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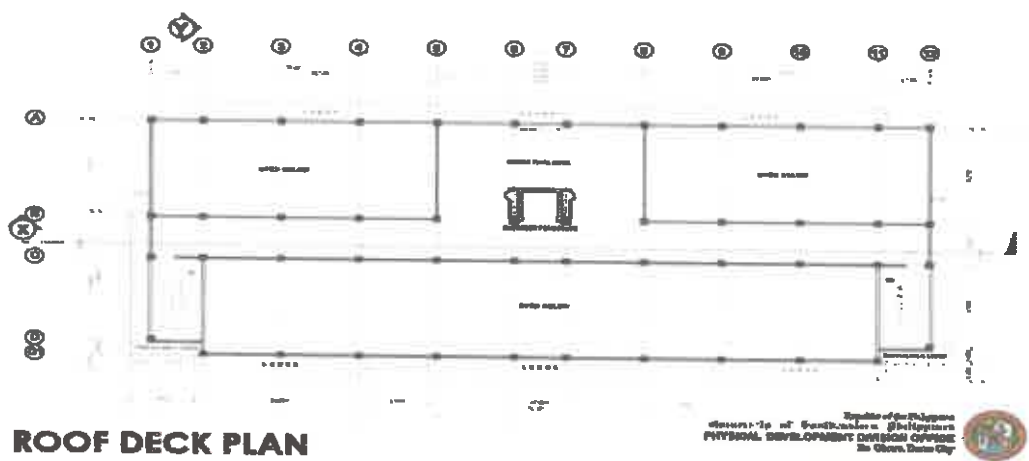
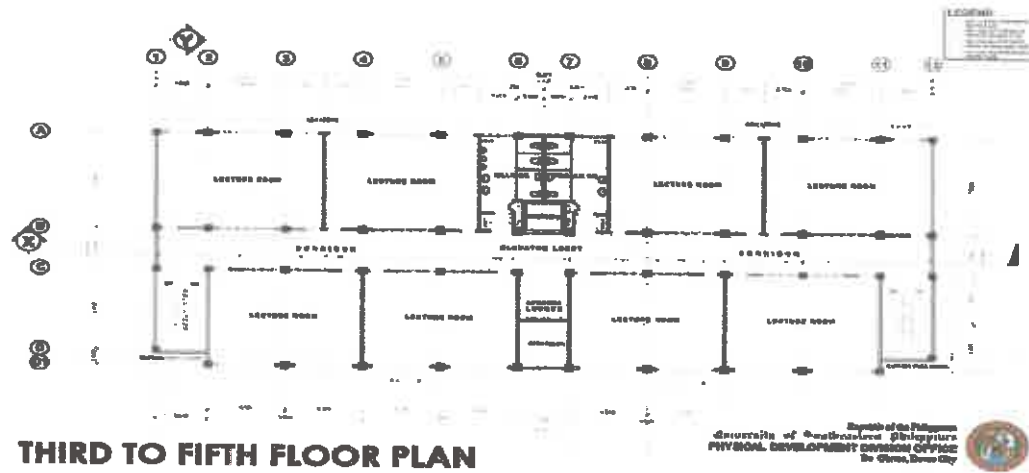
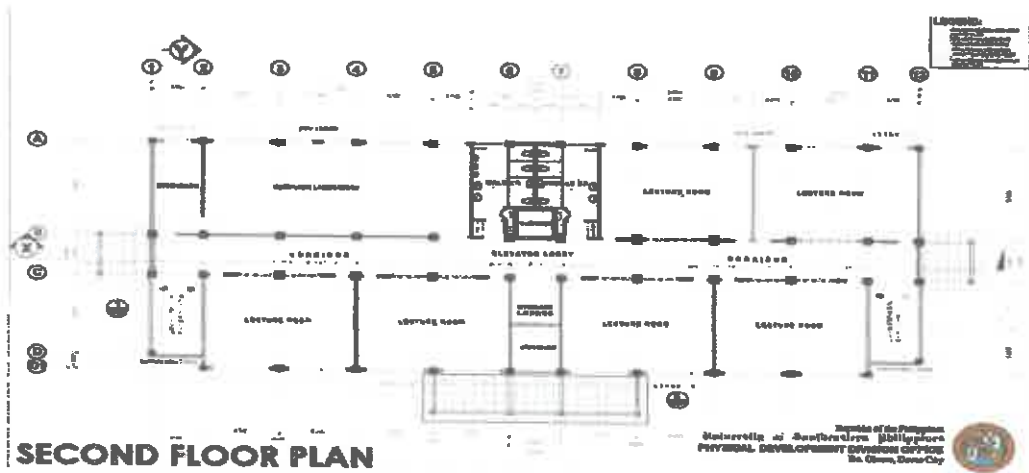
GROUND FLOOR PLAN

Republic of the Philippines
Department of Public Works and Highways
PHYSICAL DEVELOPMENT DIVISION OFFICE
36, Alabang, Muntinlupa City



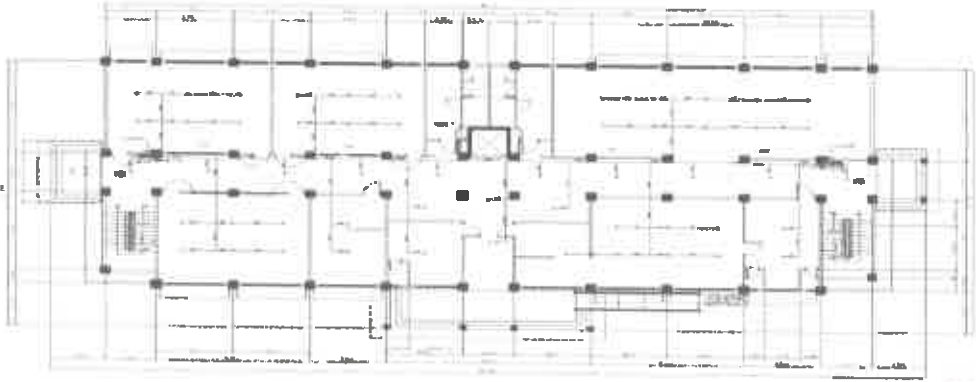
10 Pre-bid Conference 2019-09/Infra (CGB BUILDING Phase 2) REBID

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11 Pre-bid Conference 2019-09/Infra (CGB BUILDING Phase 2) REBID

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SPRINKLER LAYOUT

Republic of the Philippines
 Ministry of Health - Laguna
 PHYSICAL DEVELOPMENT DIVISION OFFICE
 St. Charles, Santa Cruz



- LEGEND:**
- ① Fire Alarm
 - ② Fire Alarm Control Panel
 - ③ Fire Alarm Control Panel
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FRONT ELEVATION

Republic of the Philippines
 Ministry of Health - Laguna
 PHYSICAL DEVELOPMENT DIVISION OFFICE
 St. Charles, Santa Cruz



- LEGEND:**
- ① Fire Alarm
 - ② Fire Alarm Control Panel
 - ③ Fire Alarm Control Panel
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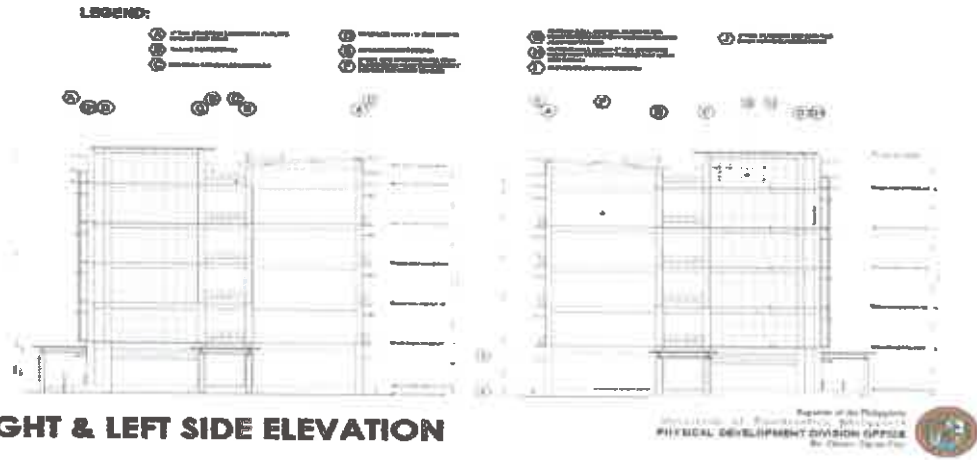


REAR ELEVATION

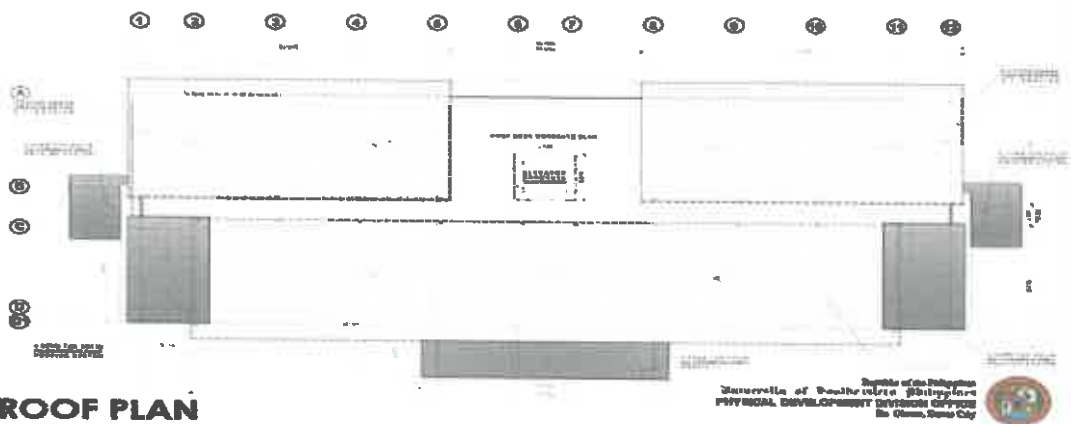
Republic of the Philippines
 Ministry of Health - Laguna
 PHYSICAL DEVELOPMENT DIVISION OFFICE
 St. Charles, Santa Cruz



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RIGHT & LEFT SIDE ELEVATION



ROOF PLAN

Contractors Qualification:

Third Stage of Adjustment on Allowable Ranges of Contract Costs (ARCC) and Single Largest Project (SLP) Completed / Track Record Requirements (Board Resolution No. 201, series of 2017)			
Size Range	License Category	Single Largest Project (P)	Allowable Ranges of Contract Costs (P)
Large B	AAAA and AAA	Above 225 Million	≤ or above 450 Million
Large A	AA	Above 150 Million up to 225 Million	Up to 450 Million
Medium B	A	Above 75 Million up to 150 Million	Up to 300 Million
Medium A	B	Above 15 Million up to 75 Million	Up to 150 Million
Small B	C & D	≤ 15 Million	Up to 30 Million
Small A	Trade/E	Up to 1 Million	Up to 1 Million

Note: Per 3 of Sec. 23.33.2 of the IRR of RA 9154 allows Small A and Small B contractors without similar experience to bid only for contracts not more than fifty percent (50%) of the allowable range of contract cost of their respective size range(s).

13 Pre-bid Conference 2019-09 / Infra (CGB BUILDING Phase 2) REBID

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MINIMUM WORK EXPERIENCE REQUIREMENT FOR KEY PERSONNEL ARE THE FOLLOWING:

Key Personnel	General Experience	Relevant Experience
Resident Engineer	Licensed Civil Engineer	3 Years
Construction foreman	Vertical construction	3 Years
Safety Officer	Certification (OSH)	1 Year
Materials Engineer	Certification (DPWH)	3 Years
Welders	NC II	2 Years
Electrician	NC II	2 Years
Plumber	Master Plumber	2 Years
Carpenter	-	1 Year

MINIMUM MAJOR EQUIPMENT REQUIREMENTS ARE THE FOLLOWING:

Equipment	Capacity	Number of Units
Welding Machine	Heavy Duty	1
Acetylene Oxygen	Heavy Duty	1
Power tools	Heavy Duty	1
Electric Drills	Heavy Duty	1
Paint Sprayer	Heavy Duty	1
Concrete Mixer	Heavy Duty	1
Dump Truck	Heavy Duty	1

POST-QUALIFICATIONS

- ❖ Duly Signed Availability of Equipment
- ❖ Duly Signed Construction Schedule and S-Curve Chart
- ❖ Duly Signed Manpower Schedule
- ❖ Duly Signed Construction Methods
- ❖ Duly Signed Equipment Utilization Schedule
- ❖ Duly Signed Construction Safety Certification
- ❖ Duly Signed Certificate of Site Inspection
- ❖ Duly Signed Certification of Compliance with Labor Laws
- ❖ Affidavit of undertaking stating that the Contractor is solely implementing the project.
(Not a dummy and/or lending of PCAB license to any personality).

TECHNICAL DOCUMENTS

- ❖ It is stressed that the Bill of Quantities (BOQ) and detailed cost estimates are two separate documents.
- ❖ The detailed cost estimates must reflect overhead contingency mark-up, profit and taxes.

563 ❖ All ongoing and completed contracted projects (private and/or government)
564 must be enlisted with details of contract amount, calendar days, location and
565 other supporting documents (NOA, NTP, Certificate of Completion and
566 contracts).

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568 **ADDITIONAL NOTES**

569 ❖ All contractors are reminded to declare accordingly all projects within the last
570 three (3) years, completed and/or ongoing, including suspended contracts,
571 awarded but not yet started, government and private construction, similar or
572 non-similar.

573 ❖ All completed projects are to be supported with certificate of acceptance,
574 contractors performance evaluation sheet (CPES), and certificate of
575 completion.

576 ❖ All ongoing projects are to be supported with contracts, Notice to Proceed, and
577 actual work accomplishment to date.

578 ❖ All project are to be distinctly marked as to their exact location, owner, owner
579 contact number and address, and if possible provided with map.

580 ❖ All documents to be submitted should be of clear copy and legible including
581 the receipt mark and date.

582 ❖ All contractors are reminded to declare accordingly all projects within the last
583 three (3) years, completed and/or ongoing, including suspended contracts,
584 awarded but not yet started, government and private construction, similar or
585 non-similar.

586 ❖ All completed projects are to be supported with certificate of acceptance,
587 contractors performance evaluation sheet (CPES), and certificate of
588 completion.

589 ❖ All ongoing projects are to be supported with contracts, Notice to Proceed, and
590 actual work accomplishment to date.

591 ❖ All project are to be distinctly marked as to their exact location, owner, owner
592 contact number and address, and if possible provided with map.

593 ❖ All documents to be submitted should be of clear copy and legible including
594 the receipt mark and date.

595 ❖ All concrete pouring of slabs must be monolithic. All materials and finishes to
596 be installed must secure a Request for Approval and/or Request for
597 Installation Form.

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

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

602 ❖ The project perimeter shall be enclosed with sturdy fencing (preferably ribbed
603 G.I. sheets) to prevent unauthorized person to enter and to ensure safety of
604 materials and equipment.

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UNIVERSITY RULES

- ❖ All workers and personnel must follow the University's Rules and Regulations.
- ❖ Construction workers are required to submit NBI and Police Clearance.
- ❖ There must be no gambling, smoking and drinking of alcohol/liquor within the University's premises.
- ❖ All workers and personnel must refrain from disturbing actions (such as catcalling) to students, faculty, staff and/or to any individual inside the campus.
- ❖ 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.
- ❖ Only two (2) persons are allowed for overnight stay-ins to serve as safeguards to the construction site and construction materials.

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.

D. OPEN FORUM/QUERIES/CLARIFICATIONS/SUGGESTIONS:

The BAC Chair asked the body for clarifications and queries.

Mr. Sto. Domingo of LV Ledesma Construction ask about the current Project Completion of CGB building. Mr. Ablog PDD draftsman responded that Completion of the **Establishment of CGB Graduate School Building (Phase 1)** had already 43% completed.

Mr. Dennis Damuy ...of V3 Cube Construction clarified on the status on the structure of the building particularly the retrofitting of the existing project for the **Establishment of CGB Graduate School Building (Phase 1)**.

Engr. Chua responded that retrofitting for the **Establishment of CGB Graduate School Building (Phase 1)** was shouldered by the present contractor of Hexamindz c/o Mr. Cabardo.

653 **E. Adjournment:**

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656 With no further instructions from the BAC and clarifications from the body, the
657 Pre-bid Conference was adjourned at 2:30 pm.

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Prepared by:

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OLIVIA D. ESTREMOS

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BAC Secretariat Head

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Approved by:

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671

672

DR. EDELIZA S. GONZALES

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BAC Chair/INFRA

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University of Southeastern Philippines
Bids and Awards Committee

Pre-Bid Conference for the Project: Establishment of CGB Graduate School Building (Phase 2)

06 June 2019 02:00 pm at the USEP CBA Library
CONTRACT ID NO.: 2019-09/INFRA (REBID) ABC: P 48,305,864.73
ATTENDANCE SHEET

WHY WE NEED YOUR DATA: The Bids and Awards Committee needs your personal data below to provide verifiable evidence in support to this event and that you participated therein. We will include your data in our printed and electronic reports that we will send through secure channels. Please check the appropriate column/s below if you agree to other uses. If you do, we will continuously keep your data and under lock and key, and will limit their use to authorized staff. If you do not agree, we will permanently destroy your data after we have sent our reports.

WE WILL TAKE PHOTOS/VIDEOS THROUGHOUT THIS EVENT. We will use them as further evidence of this event in compliance to governmental accounting and finance procedures. We will publish your name, organization, and position title with your photo/video only if needed, such as to identify you as a speaker. If you do not agree to have your photos/videos taken and used with your other personal data as such, please inform the photo/videographer. If you wish to see your photos/videos, lodge a complaint, or withdraw your consent to our continued use of your photos/videos and other personal data, please email bac@usep.edu.ph.

Name	Gender		Contact #	Organization and Address	I agree to the abovementioned Picture Policy	Signature
	Male	Female				
Engr. Ana Marie Ballo		-		Ricel Landcan / Const.		<i>[Signature]</i>
Amichw Domingo		-	0919-252-0910	—		<i>[Signature]</i>
ANNWEDA C. MINA		/	09209686939	USEP		<i>[Signature]</i>
James Ablay	/		0998 992 0503	PDD		<i>[Signature]</i>
Emilia P. Pang		-		BAC Chair		<i>[Signature]</i>
Dennis Dancy			094325416284	US Cube Const.		<i>[Signature]</i>

Name	Gender		Contact #	Organization and Address	I agree to the abovementioned Picture Policy	Signature
	Male	Female				
Xennie Y. Tupas		/		BAC Member		
ESTELA S. MAGANOL		/		BAC member	/	
NORA R. DE LA VIGA		✓	red 204	PU - HEAD	✓	
Ma-luz M. Serafia		✓		USEP - Finance	✓	
FLORENCIO S. CHUA ✓	✓		0917 739 0702	POD - t/c/ CWG	✓	
ZIVIA O. ESTRELA		/	099373872x	BAC - USE		
MICHAEL G. VIGOR LARRY GONZALEZ INC.			09998844203	"		
ORLANDO C. SOTO DOMINGO	/	✗	0917.1487877	L.V. LEDESMA		
Melanie L. Dykalinagan				BAC Sec	✓	
Edeliza S. Gonzales		✓		BAC	✓	