



University of Southeastern Philippines

Mintal Campus

College of Development Management

MINUTES OF THE PRE-BID CONFERENCE CDM BIDS AND AWARDS COMMITTEE

Project Title:	Expansion-Rehabilitation of Covered Court in Mintal Campus		
Approved Budget for the Contract:	Php 19,323,545.28		
Type of Contract:	Infrastructure	Contract ID:	2019-001 / INFRA
Conference Venue:	CDM Accreditation Office	Date:	July 10, 2019
		Time:	@ 2:00 PM

Present:

	NAME	POSITION
	BAC COMMITTEE	
√	Mr. Manuel S. Capulong, Jr.	BAC Chair
√	Dr. Analiza P. Aguilar	Member
√	Dr. Mary Grace Z. Agbas	Member
√	Prof. Mercy C. Leaño	Member
	BAC SECRETARIAT	
√	Prof. Samuel O. Parami	BAC Secretariat Chair
√	Ethel E. Igbalic	Member
	TECHNICAL WORKING GROUP	
√	Arch. Ericson Europa	University PDD Director
√	Engr. Richelle Joyce Quiñones	Campus Engineer
√	Isabel Hannah Lei S. Guba	Draftsman – PDD
√	Noel Bersamen	CDM Engineering Aide
	END USER / HOPE Representative	
√	Dr. Eulalio C. Patayon	Dean of College
	PROSPECTIVE BIDDER(S)	
√	Dominico G. Basan Jr.	Project Engineer- Eleazar Labor Services
	Michael Sullano	RCBAR Builders

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	NAME	POSITION
	Kenneth Bermudez	Sales – Kupler Industries Inc.
	Marvin Aaron Pinuela	PE – BRIMA Construction
	Ryan Jay Adrales	PE – BRIMA Construction
	Melvin Aries Pinuela	PE – BRIMA Construction
	Marny D. Menil	DUBC
	Letty Bama	DUBC
	Maria Lucia G. Fuentes	85 Aquarius Builders Corporation

PROCEEDINGS:

1. Mr. Manuel S. Capulong, Jr, Chairperson of the Bids and Awards Committee (BAC) of USEP-College of Development Management, presided over the conference and called it to order at exactly 2:00 PM of July 10, 2019 at the CDM Accreditation Office. To formally start the activity, he called in the BAC Secretariat Head, Mr. Samuel O. Parami, who opened the conference with a short prayer. Then, the BAC Chair individually introduced the participants of the Pre-Bid gathering starting with the BAC Committee Members, the BAC secretariat, the Technical Working Group members, and the representatives from the prospective bidders. There were a total of eight participants to the conference that represent the four companies interested to bid for the project.
2. Afterwards, the BAC Chair presented the agenda for the conference, namely: Basic Information and Requirements of the Project, to be discussed by Prof. Analiza Aguilar, Project Design and Technical Description, to be presented by Engineer Richelle Joyce Quiñones, and an Open Forum to respond to questions from the prospective bidders.
3. Concerning the basic project information, Prof. Analiza Aguilar announced that the Approved Budget for the Contract was Php 19,323,545.28. The project shall also be completed in 130 days. She added that all the bidding and eligibility requirements as well as the explanation of the bidders' responsibilities are all contained in the envelope of Bidding Documents, which the interested bidders would purchase. She reminded the bidders that all submitted documents to USEP should be duly authenticated or stamped as "Certified True Copy from the Original" so as to prevent automatic disqualification. Similarly, incompleteness of required documents could be a ground for bid rejection by the BAC. The BAC, she continued, would use the non-discretionary "pass/fail" criteria in the eligibility screening. Additional documents, she reminded, would be required for the winning bidder during the post-qualification process, such as an Audited Financial Statement and Tax Clearance Certificate.
4. Moreover, Prof. Aguilar presented the bid security amount, which should accompany the bid. This she said would vary depending on the liquidity or type of financial instrument being used. If 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 386, 470.91**. 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 966, 177.26**.

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5. Briefly, Prof. Aguilar also stated the required submission of the NFCC computation or the Net Financial Contracting Capacity of the bidders so as to determine their liquidity or capacity to absorb additional financial obligations such as this project contract.
6. Using the same Powerpoint presentation, Prof. Aguilar showed a diagram of the proper process of marking and sealing of the bidding documents by the bidders, from the Original Copy to Copy 1 and Copy 2. 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.
7. Finally, she stress on the deadline and submission of bids on July 24, 2019 @ 1:00PM at the CDM Accreditation Office. Any bid submitted after the cut-off time shall be declared late and shall no longer be accepted.
8. At this juncture, the BAC Chair requested Engr. Richelle Joyce Quinones, Campus Engineer, who discussed the details of the design and technical description of the Expansion-Rehabilitation of Covered Court project such as the following:

a. GENERAL REQUIREMENTS

1) Mobilization and Demobilization

- ▶ includes temporary facilities such as field office, furnish and install office equipment, bodega, disposal of wastes, cleaning and moving out, including temporary connections for water and electricity.
- ▶ includes 1 - project perspective printed in tarpaulin, 1 - COA signage printed in tarpaulin. 1 - Occupancy Use tarpaulin requirement.

2) Construction Safety

- ▶ include Personal Protective Equipment (PPE), medical supplies, first aid kits, signage, barricades and safety personnel, assembling of overhead sidewalk protection canopy and safety nets

3) Renovation Permit and Processing Fees

- ▶ includes processing of documents such as Occupancy Permit, Electrical Permit, and other requirements, including professional services. She added that the permit fees shall be shouldered by the contractor or winning bidder.

4) Demolition and Restoration of Existing Structures

- ▶ Demolition and removal (and restoration if applicable) of structures and obstructions on structure and site, including moving, hauling and disposal of wastes and other materials.

5) SPL1 (Structural Design)- P75,000.00

6) SPL2 (Electrical Design) – P20,000.00

7) SPL3 (Plumbing Design) - P20,000.00

8) Forms and Scaffolding Rentals

- ▶ Assembling and disassembling of forms and scaffoldings on site
- ▶ She explained that forms and scaffolding rentals was put instead of purchase of materials so as to avoid the possible need for explaining with the COA for presence of the said materials after construction.

b. EARTHWORKS, SOIL TREATMENT & WATERPROOFING

- 1) Layout and Staking
- 2) Excavation and Dewatering
- 3) Backfill and Compaction
- 4) Gravel Fill
- 5) Soil Treatment and Poisoning
- 6) Waterproofing of Electrical Room

c. REINFORCED CONCRETE WORKS.

- 1) Spread Footing
- 2) Footing Tie Beams
- 3) Columns
- 4) Stairs
- 5) Lower Ground Floor Slab
- 6) Upper Ground Floor Slab
- 7) Stage
- 8) Bleachers

d. MASONRY WORKS

- 1) Exterior Wall
- 2) Interior Walls
- 3) Lower Ground Toilet Walls
- 4) Upper Ground Toilet Walls
- 5) Stiffener Column
- 6) Stiffener Beam

e. THERMAL WORKS

- 1) Roofing - Insulator should be put in first before installing the roofing sheets

f. METAL WORKS

- 1) Structural Metal Framing
- 2) Hand railings
- 3) Backstage Stairs

g. DOORS AND WINDOWS

- 1) Lower Ground
- 2) Upper Ground

h. CARPENTRY WORKS

- 1) Lower Ground
- 2) Upper Ground

i. FINISHING WORKS

- 1) Lower Ground
- 2) Upper Ground - Includes Tiling of Comfort Rooms and Painting
- 3) Exterior Cladding - Refer to the Supply and Installation of Fiber cement for Column Frame with angle bar supports and framing, with complete accessories

j. FURNISHING WORKS

- 1) Fixtures
- 2) Pipes and Fittings
- 3) Tanks and Pumps

k. ELECTRICAL WORKS

Then the Campus Engineer presented some photos of the existing structure and the planned expansion and rehabilitation works. She thus showed the graphic designs of the floor plans and elevations of the proposed project.

She added that a 12% tax shall be automatically withheld from the total project cost.

Additional Notes:

- ▶ 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 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.
- ▶ A pre-construction conference will be held before the start of the project. This will be convened by PDD. The pre-construction conference will discuss about location of temporary field office, storage area and electrical and water connection lines.
- ▶ The project perimeter shall be enclosed with sturdy fencing (preferably ribbed G.I. sheets) to prevent unauthorized person to enter and to ensure safety of materials and equipment.
- ▶ All documents to be submitted should be of clear copy and legible including the receipt mark and date.
- ▶ All contractors are reminded to declare accordingly all ongoing projects, including suspended contracts, awarded but not yet started, government and private construction, similar or non-similar.
- ▶ All completed projects are to be supported with certificate of acceptance, contractors performance evaluation sheet (CPES), and certificate of completion.

- ▶ All ongoing projects are to be supported with contracts, Notice to Proceed, and actual work accomplishment to date.
- ▶ All project are to be distinctly marked as to their exact location, owner, owner contact number and address, and if possible provided with map.
- ▶ 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 Power Company 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, and staff and/or to any individual inside the campus.

On the Request for Time Suspension due to weather condition - this 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), it must be supported with document and/or report certified from a weather bureau or PAG-ASA.


OPEN FORUM

After the presentation of the basic information and technical design and description of the Project, the floor was opened for any question from the prospective bidder.


QUESTIONS:	RESPONSES:
Kenneth Bermudes: Is the renovation of flooring and basketball ring included in the scope of work?	Engr. Quinones: It will be included such as the rubberized floor, except for the (basketball) ring. Capulong: A USEP logo will be installed/printed at the floor center of the court.
Manny D. Menil: What about the building permits?	Engr. Quinones: This should be shouldered by winning contractor, as this is incorporated in the total project budget.
	Materials from the old structure shall be properly disposed or gathered in a specified area for disposal by USEP.
	Capulong: Any changes in the construction work before the opening of bid shall be posted in the Bulletin Board.

With no further matters to discuss, the conference was adjourned at 2:36 PM. The Chair invited the prospective bidders to join the BAC at the project site for ocular inspection and to return to the conference venue later for snacks.

Prepared by:


SAMUEL O. PARAMI
BAC Secretary

Attested by:


MANUEL S. CAPULONG, JR.
BAC Chairperson