



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Procurement of Sound Proofing and Acoustic of University Gymnasium and Cultural Center

Contract No. 2019-06/Goods
September 06, 2019 at 3:00 PM
Venue: USEP Gymnasium (Dug Out A),
Obrero Campus, Davao City
ABC: Php. 20,000,000.00

Present:

Bids and Award Committee:

21	Dr. Reynilo Garcia	-	Chairperson
22	Dr. Reynaldo M. Nogodula	-	Vice Chairperson
23	Dr. Eveyth Deligero	-	BAC Member
24	Dr. Jose Alther Rivera	-	BAC Member
25	Dr. Danilo Galation	-	Alternate BAC Member

BAC Secretariat:

26	Ms. Olivia D. Estremos	-	BAC Secretariat Head
27	Mr. Alfred B. Torre	-	BAC Staff
28	Ms. Paulene Rose Pama	-	BAC Staff
29	Mr. Teodorico C. Tinaco	-	BAC Staff
30	Ms. Rogie Ann Lizada	-	BAC Staff

TWG:

31	Engr. Roberto Canda	-	TWG Electronics
32	Engr. Renato Arancon	-	TWG Electrical
33	Ms. Catherine S. Lora	-	PDD Draftsman
34	Mr. Bien Carlos Via	-	PDD Draftsman
35	Mr. James Ablog	-	PDD Draftsman

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Bidders:

Mr. Anthony A. Espanola	-	BETTER COMPONENT
Mr. Nick E. Rabacal	-	BETTER COMPONENT
Ms. Shiela Buya	-	BETTER COMPONENT
Ms. Antonette Venzum	-	AVLS
Ms. Nova Agulo	-	AVLS
Ms. Esther N. Doloritos	-	AVLS
Mr. Joey Caparas	-	UNICENTER
Mr. Daryl Tapon	-	UNICENTER
Ms. Jeanette Avenido	-	ULTRIUM CORP.
Ms. Edeleyn C. Molina	-	ULTRIUM CORP.
Engr. Dennis Domingo	-	SHOW IMAGE

A. Proceedings:

61 Upon declaration of a quorum, the BAC Chair Dr. Reynilo Garcia called the
62 meeting to order at 3:00 in the afternoon. She acknowledged the presence of the BAC
63 members, TWG, and Bidders. Dr. Garcia mentioned that the project **Procurement of**
64 **Sound Proofing and Acoustic of University Gymnasium and Cultural Center** has an
65 ABC amounting to Twenty Million Pesos (Php 20,000,000.00).

B. Reading of Minutes:

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Dr. Garcia read the minutes of the previous meeting for the Procurement of Sound Proofing and Acoustic of University Gymnasium and Cultural Center, USEP, Obrero Campus Davao City. Dr. Rivera moved for the approval of minutes and seconded by Dr. Deligero.

C. Rationale :

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Dr. Garcia discussed on the importance of the pre-bid conference, he reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. 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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Dr. Garcia mentioned the required Philgeps Certificate of Registration and Membership stated at 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). He informed the prospective bidders on the eligibility requirements for both technical and financial components as follows:

97 7. *Net Financial Contracting Capacity (NFCC) or Committed Line Credit*
98 *(CLC)*
99

100 The eligibility requirements or checklist can be found in the bidding documents that
101 the bidder purchased.
102

103 All submitted documents, including copy 1 and 2 should be duly authenticated or
104 stamped as "Certified True Copy from the Original" by the company head otherwise
105 the bidder will be automatically disqualified. It would also be advisable if the bidder
106 will bring the original copies of the documents submitted;
107

108 Likewise, any missing documents as required in the checklist is a ground for rejection
109 of the bid;
110

111 The BAC will be using the *non-discretionary* "pass/fail" criteria in the eligibility
112 check/screening:
113

114 The bid should be accompanied with a bid security in the following amount:

115 if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee
116 or irrevocable letter of credit, the amount should be 2% of the ABC or in an
equivalent amount of **Php 400,000.00**

117 if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in
118 an equivalent amount of **Php 1,000,000.00**.
119

120 And if it is a combination of the foregoing, it should be proportionate to share of form
121 with respect to total amount of security.

122 The bidder may also opt to submit a Bid Securing Declaration
123

124 The validity period of the bid security should be 120 days from the date of opening of
125 bids.
126

127 And if it is a combination of the foregoing, it should be proportionate to share of form
128 with respect to total amount of security.

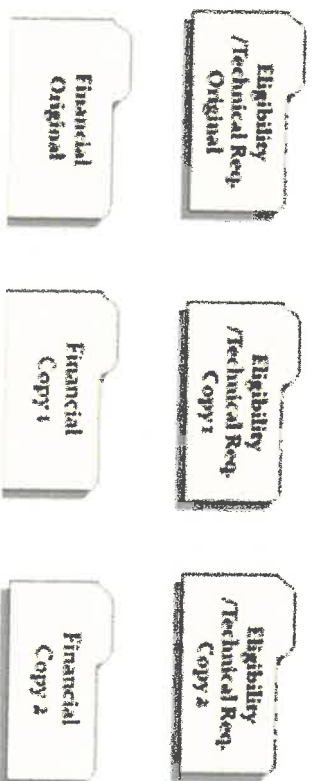
129 The bidder may also opt to submit a Bid Securing Declaration
130

131 The validity period of the bid security should be 120 days from the date of opening of
132 bids.
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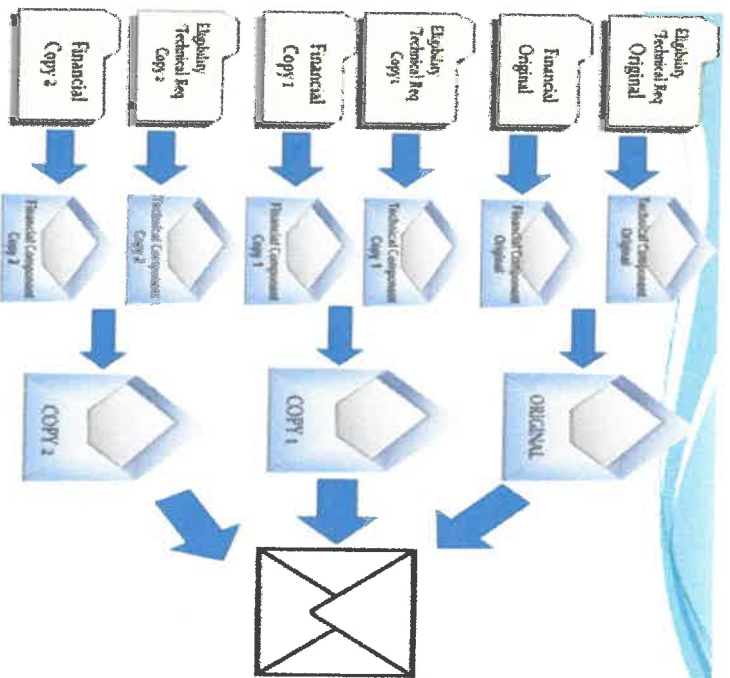
134 There are additional documents required under the checklist, however, these
135 documents can be submitted during the post-qualification process, when the bidder
136 with the "LOWEST CALCULATED AND RESPONSIVE" Bid had already been
137 determined.
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139 If bids are not properly marked and sealed as required, the Procuring Entity will
140 assume no responsibility for the misplacement or premature opening of the bid.
141 Moreover, failure to comply with the required sealing and marking of bids shall be a
142 ground for disqualification.
143

144 Dr. Garcia emphasized on the *Sealing and Marking of Bids*. The bidder shall submit
145 three copies of their eligibility, technical and financial documents (the original, copy 1
146 and copy 2 in separate folders as stated in the illustration below:



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149 The folder containing the original bid of the technical component should be marked as
150 “*Original – Technical Component and the Financial Component Should Be Marked*
151 as “*Original – Financial*”. These two folders should then be enclosed in a sealed
152 envelope marked as “*Original Bid*”
153 The same is done to copy 1 and copy 2.
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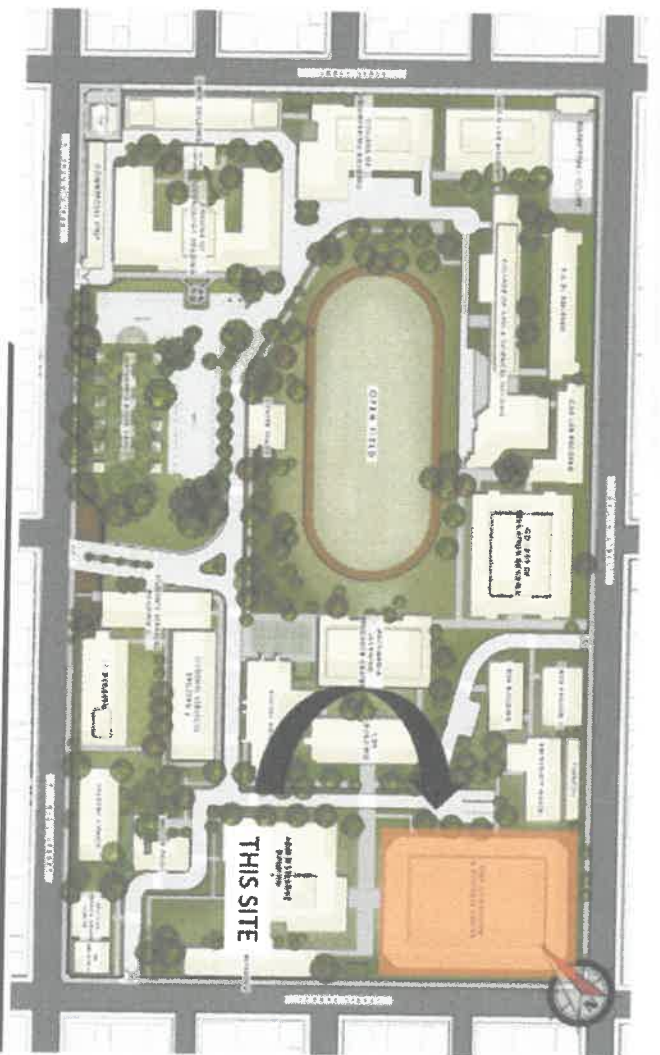
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159 The documents should be properly fastened in a folder and the sequence/ or
160 arrangement of the documents should be in accordance with the checklist. If possible,
161 each documents should have a tab/markng. The technical component should be
162 separately fastened from the financial component.



D. Presentation

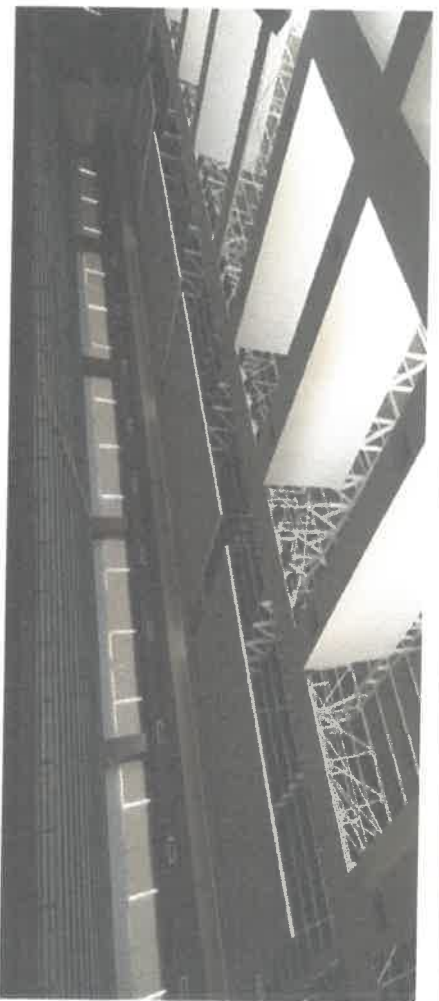
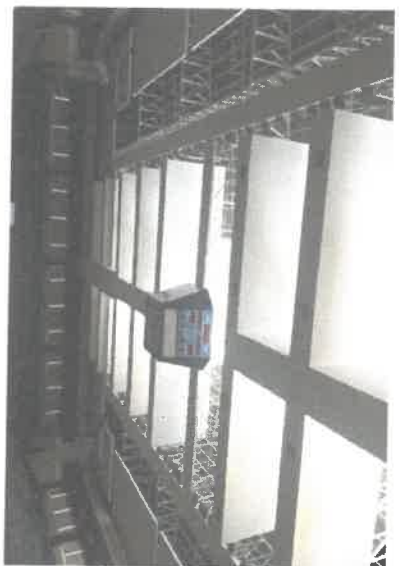
Mr. Bien Carlos Via (PDD Draftsman) presented the existing condition of the University Gymnasium and Cultural Center as follows:

Project Site Key Plan



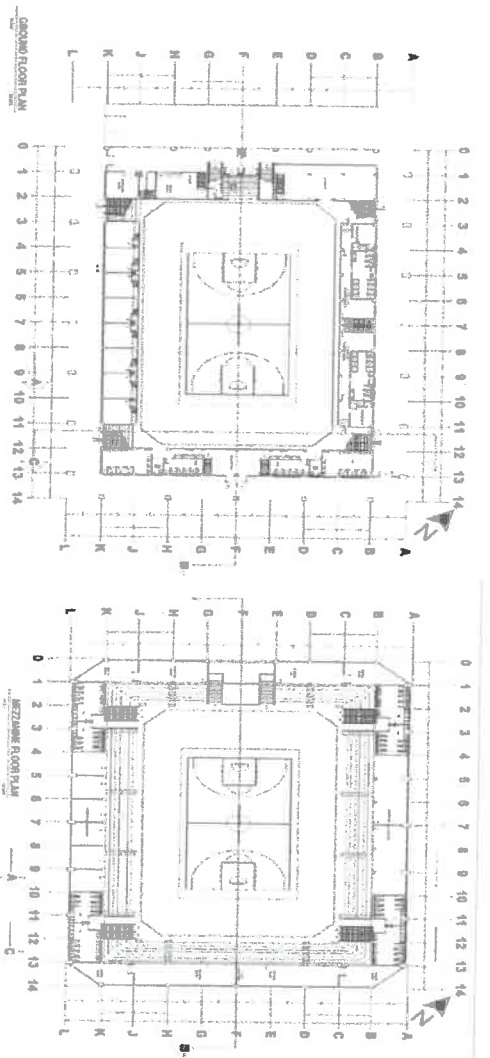
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Interior Perspectives

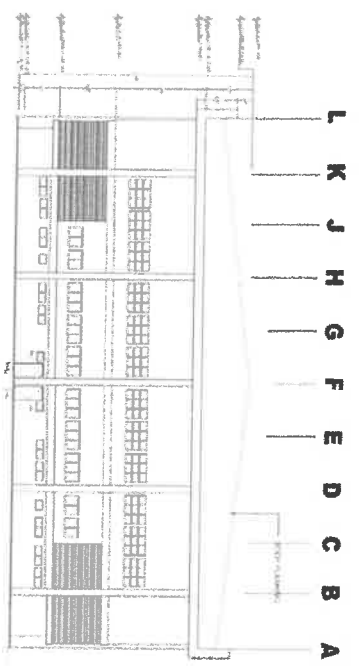
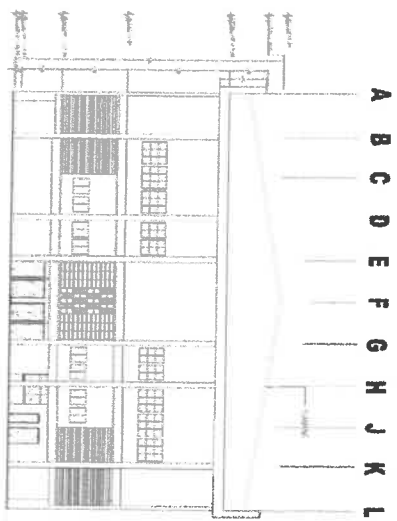


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Architectural Plans

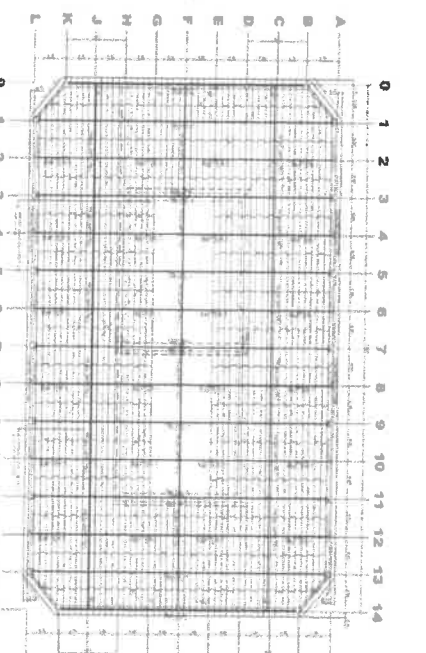
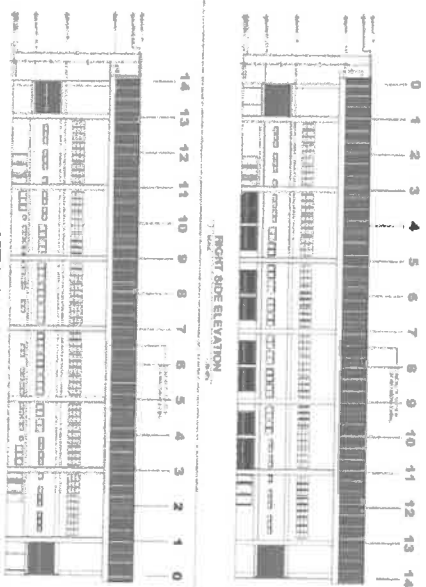


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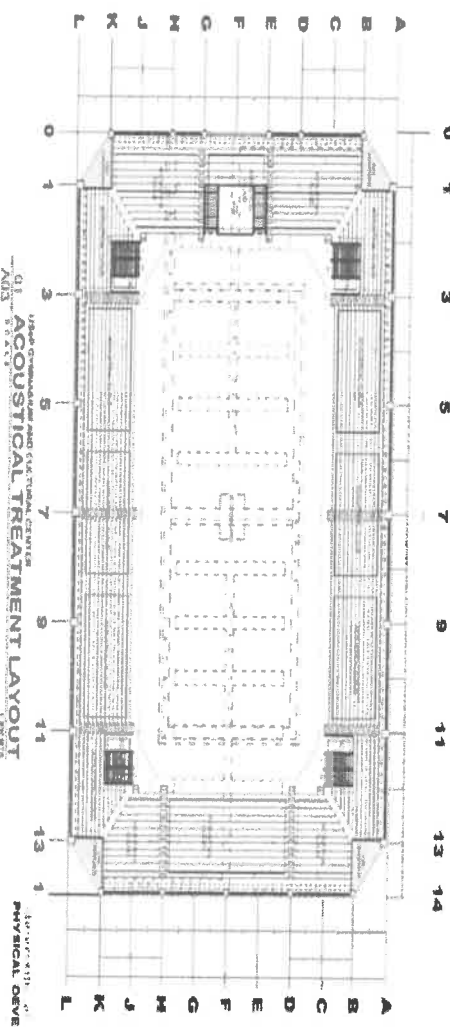
FRONT ELEVATION

REAR ELEVATION



RIGHT SIDE ELEVATION

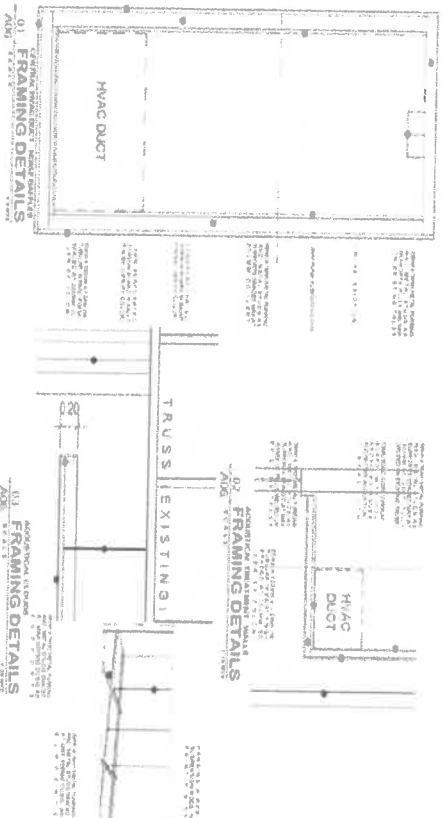
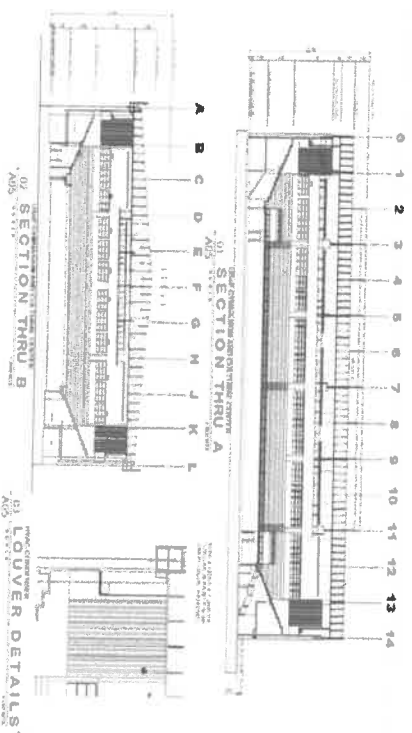
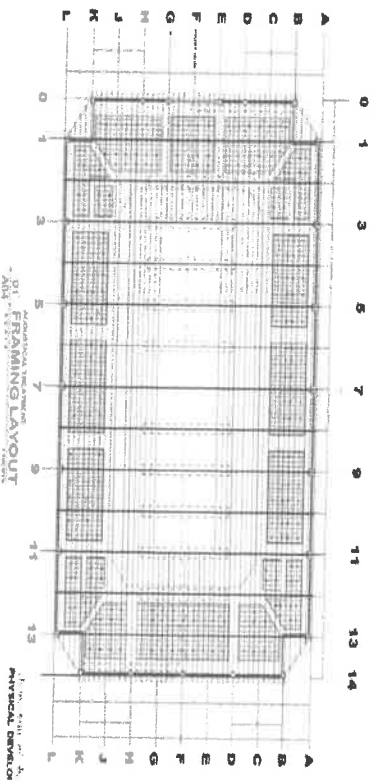
LEFT SIDE ELEVATION



01 ACoustical Treatment Layout

01 Existing Reflected Ceiling Plan

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341 Engr. Roberto Canda (TWG/Electronics) presented the technical specifications
 342 of the Procurement of Sound Proofing and Acoustics of University Gymnasium and
 343 Cultural Center as follows:
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346		References and Amendments
347		
348	1	Procurement Sound Proofing and Acoustic Of University
349	Lot	Gymnasium And Cultural Center, USEP, Ohrero Campus, Davao
350		City
351		Description:
352		1. Design and install high quality acoustic materials in conformance to
353		the existing structural/architectural plan of the University Gymnasium
354		and Cultural Center (UGCC) that would reduce reverberation time to
355		2.5 to 3.5 seconds (Gymnasium empty room)
356		Amendments:
357		- <i>With Reverberation time within 1 to 1.5 seconds</i>
358		- <i>Noise Clearance: 35 dB</i>
359		2. Supply and install high quality sound system including its
360		accessories appropriate for big event that can accommodate 6500
361		pax in the UGCC; and
362		Amendments:
363		- <i>12 units Line Array Speaker High Performance Compact 12"</i>
364		<i>vertical Line Array Loudspeaker System</i>
365		- <i>4 units Power Amplifier T717 up to 2x3500w into 4 Ohms</i>
366		- <i>2 units Line Array Frame</i>
367		- <i>1 unit Speaker Management Digital Processor DC One 2-In/6-</i>
368		<i>Out Sound System Processor</i>
369		- <i>1 unit Digital Console Mixer 40-Channel Digital Mixing</i>
370		<i>Console with 32 Preamps, 25 Mix Buses, 25 Motorized Faders</i>
371		<i>over 50 Built-in-Effects, 7" TFT Display, and 32-channel,</i>
372		<i>48kHz USB 2.0 Audio Interface</i>
373		- <i>4 units Powered Speaker ZLX 12 (for Monitors) 1000w (Class</i>
374		<i>D); 126 dB max SPL, 50 Hz-20 kHz 12" woofer and 1.5" High-</i>
375		<i>frequency titanium compression driver 34.3 lbs (15 kg)</i>
376		- <i>6 units Dynamic Super Cardoid Microphone MD 76 weight</i>
377		<i>Net:11.39oz (323g) Height:182.5mm (7.19") Audio Frequency</i>
378		<i>Response: 70-17,000</i>
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390	- 4 sets Wireless Microphone R300-HID-A Antennas; Flexible TVC
391	- 1/2 Wave Audio Frequency Response: 80Hz-18kHz +/- 2dB
392	- 2 sets Snake Cable 32x8 150 ft
393	- Power supply that can energized the sound system installed
394	3 Supply and install high quality 40pcs 1000 watts LED Flood lights and 40pcs Emergency lights
395	Notes:
396	1. The Supplier's offer must also include after-sales services and training for sound system and set-up and operations.
397	2. The Supplier must have licensed Sound Engineer - Certified Technology Specialist (CTS), licensed Electronics and Communications Engineer, and Civil Engineer in his/her team.
398	Amendments:
399	- The supplier must have licensed Electronic/Sound Engineer (preferably CTS); licensed Civil Engineer; licensed Electrical Engineer, and Safety Officer II in his/her team.
400	3 The Supplier must have PCAB license for communication facilities.
401	4. Seventy-five (75) days delivery period with 2 years warranty
402	Amendments:
403	- 120 days delivery period with 2 years warranty
404	For Sound system:
405	1. Digital Performance Sound System (Dual purpose that can be used as Public Address (PA) and can perform minimum requirements for concert purposes)
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413	Engr. Roberto Canda, discussed on the specifications pertaining to the Noise
414	Criteria of the air conditioning unit. He stressed the need to consider the Noise
415	Criteria because there are heating, ventilation, and air conditioning (HVAC) units
416	installed. He added that the Noise criteria must be 30 to 35 dB.
417	
418	E. Comments and Suggestions
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420	AVLS's representative suggested "on the delivery period of the project instead
421	of 75 calendar days if it is possible to change into 120 calendar days considering time
422	allowance for the delivery and installation of the equipment". The body agreed to
423	change the delivery period from 75 into 120 calendar days.
424	
425	Dr. Rivera questioned if the entire gym will be closed once the project started.
426	He also informed the body that all the activities especially the bookings &
427	reservations will be planned in advance so that it will not be affected during the
428	implementation of the project.
429	
430	BETTER COMPONENT's representative commented that "they have to wait
431	for the BAC to provide a detailed specifications for the supply & installation of a high
432	quality sound system with a digital performance sound system including its
433	accessories appropriate for the big events. He also emphasized to consider the safety
434	of the people inside the Gym especially during the installation of the scaffold".
435	

410 Dr. Garcia responded that the "BAC will issue a Supplemental Bid Bulletin for the
411 detailed technical specification of the high performance sound system & its accessories
412 including the change of the delivery period or the contract duration of the project".
413

414 Dr. Rivera mentioned "that the Post-Qualification for this project will be on
415 October 09, 2019 and after completion in the procurement process, the BAC will issue a
416 Notice to proceed to the winning Bidder more or less on the 1st week of November, 2019 &
417 the installment of sound proofing will probably start on the 1st week of December, 2019".
418

419 AVLS representative informed the body "that based on experienced & after the
420 issuance of the Notice to Proceed, they cannot install or start immediately because they
421 have to wait for the items to be purchased for the supplies and equipment needed for the
422 project".
423

424 Dr. Rivera informed that "whoever is the winning supplier to consider the
425 foundation day event to be held at the USEP-Gym & to be scheduled on December 10-15,
426 2019, He also requested if possible that the implementation of the project will start after
427 December 15, 2019.
428

429 Engr. Arancon (TWG Electrical) suggested "to submit the manpower schedule or
430 the time schedule of activity, PERT-CPM, Gant Chart, Organizational structure including
431 Safety Officer 2".
432

433 UNICENTER's representative suggested to include a Safety Officer II on their
434 organizational chart & was agreed by the body and approved by the BAC
435
436

437 **F. Adjournment**

438 With no further instructions from the BAC and clarifications from the Bidders,
439 Dr. Rivera moved for the adjournment of the Pre-Bid Conference and was seconded by
440 Dr. Deligero. The Pre-Bid Conference was adjourned at 4:00 PM.
441
442

443 Prepared by:

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446 OLIVIA D. ESTREMOS
447 BAC Secretariat Head
448

449 Approved by:

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451
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453 REYNIL O. P. GARCIA
454 BAC Chairperson/Goods

DOCUMENTATIONS



University of Southeastern Philippines Bids and Awards Committee

Pre-Bid Conference Procurement of Sound Proofing and Acoustic of University Gymnasium
 and Cultural Center
 CONTRACT ID NO.: 2019-08-0008 AP0: P 20,000,000.00
 08 September 2019 2:00 pm at the Day-Out A University Gymnasium

ATTENDANCE SHEET

NOTE: NO LATE THAN 09:00. The Bids and Awards Committee needs your presence and signature to complete the attendance sheet in this event and that your participation hereby. You will be liable for the cost of your travel and accommodation expenses that you are not covered by the university. If you are unable to attend, please inform us in writing. If you are unable to attend, please inform us in writing. If you are unable to attend, please inform us in writing.

NOTE: YOUR PARTICIPATION IS NOT A GUARANTEE FOR AWARD. YOU WILL NOT BE HELD RESPONSIBLE FOR THE RESULTS OF THE BIDDING PROCESS. THE UNIVERSITY IS NOT RESPONSIBLE FOR THE CONDUCT OF THE BIDDING PROCESS. YOU WILL BE HELD RESPONSIBLE FOR YOUR OWN ACTIONS AND OMISSIONS. YOU WILL BE HELD RESPONSIBLE FOR YOUR OWN ACTIONS AND OMISSIONS. YOU WILL BE HELD RESPONSIBLE FOR YOUR OWN ACTIONS AND OMISSIONS.

Name	Gender	Contact P.A	Organization and Address	I agree to the standardized Procure Policy	Signature
ANTONIO A. EDENAL	✓	9.8329019164719	BEDD COMPANY BOLINA, INC.	yes	[Signature]
NEA B. PARSONS	✓			yes	[Signature]
Stella Reyes	✓		PEREN GROUP	yes	[Signature]
Dr. Antonio M. Lopez	✓			yes	[Signature]
Nico Aragon	✓			yes	[Signature]

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457

Name	Gender	Contact P.A	Organization and Address	I agree to the standardized Procure Policy	Signature
ESTHER N. ENCALADA		enencalada@up.edu.ph	UP - Davao City	yes	[Signature]
JOEL CAPONERA	✓	caponera@up.edu.ph	UP - DAVAHO	yes	[Signature]
Paul Taylor	✓	dtaylor@up.edu.ph		no	[Signature]
ANTONIO J. LUNA	✓	antonio@up.edu.ph		yes	[Signature]
JOSE ALONSO	✓	joalons@up.edu.ph		yes	[Signature]
ALFREDO P. GONZALES	✓	alfgonz@up.edu.ph		no	[Signature]
JOSEPHINE S. DELA ROSA	✓	joedel@up.edu.ph		yes	[Signature]
MAURICIO O. CRISTINA	✓	mauricio@up.edu.ph		yes	[Signature]
JOSE ANTONIO S. PASCUAL	✓	joaspas@up.edu.ph		yes	[Signature]
TOWERS AIRND	✓			yes	[Signature]

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410 Dr. Garcia responded that the "BAC will issue a Supplemental Bid Bulletin for the
411 detailed technical specification of the high performance sound system & its accessories
412 including the change of the delivery period or the contract duration of the project".
413

414 Dr. Rivera mentioned "that the Post-Qualification for this project will be on
415 October 09, 2019 and after completion in the procurement process, the BAC will issue a
416 Notice to proceed to the winning Bidder more or less on the 1st week of November, 2019 &
417 the installment of sound proofing will probably start on the 1st week of December, 2019".
418

419 AVLS representative informed the body "that based on experienced & after the
420 issuance of the Notice to Proceed, they cannot install or start immediately because they
421 have to wait for the items to be purchased for the supplies and equipment needed for the
422 project".
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431 Safety Officer 2".
432

433 UNICENTER's representative suggested to include a Safety Officer II on their
434 organizational chart & was agreed by the body and approved by the BAC
435

F. Adjournment

436
437
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439 Dr. Rivera moved for the adjournment of the Pre-Bid Conference and was seconded by
440 Dr. Deligero. The Pre-Bid Conference was adjourned at 4:00 PM.
441
442

Prepared by:

OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

REYNILLO D. GARCIA
BAC Chairperson/Goods

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DOCUMENTATIONS



University of Southeastern Philippines Bids and Awards Committee

**Pre-Bid Conference Procurement of Sound Proofing and Acoustic of University Gymnasium
and Cultural Center**
CONTRACT ID: HOJ-2019-08-0000A; AMC: P 20,000,000.00
08 September 2019 3:00 pm at the Bag-out A University Gymnasium

ATTENDANCE SHEET

VERY IMPORTANT NOTE: The Bids and Awards Committee needs your personal data below to generate verifiable evidence in support of bid events and bid site applications should you wish to monitor your own bid preparation and submission process and to be used for official records. If you do not agree, you will not be able to attend the bid opening. If you do, you will automatically sign your bid form and your name will be included in the attendance sheet. If you do not agree, you will be automatically deemed you did not attend the bid opening. If you do, you will automatically sign your bid form and your name will be included in the attendance sheet. If you do not agree, you will be automatically deemed you did not attend the bid opening. If you do, you will automatically sign your bid form and your name will be included in the attendance sheet. If you do not agree, you will be automatically deemed you did not attend the bid opening. If you do, you will automatically sign your bid form and your name will be included in the attendance sheet.

Name	Gender	Contact # & E-mail Address	Organization and Address	I agree to the Administrational Process Policy	Signature
ARTHUR A. TORRES NEL B. PARANAN	- /	9. eparano@elkhay Baltic.com.ph	BIRTH CONCRETE Baltic Comp. PATER LANG	Y/N	
DANIELA MARIE NASSI	- /	0976386848 marie@elkhay.com.ph	ABC ABC ABC	Y/N Y/N Y/N	

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Name	Gender	Contact # & E-mail Address	Organization and Address	I agree to the Administrational Process Policy	Signature
TONY CANTERA DANIELA MARIE NASSI	- /	0976386848 marie@elkhay.com.ph	ABC ABC ABC	Y/N Y/N Y/N	
MARQUEZ D. LINDAYAN RICHARD O. BELARDA MARIO O. CORTES	- / - /	0976386848 marie@elkhay.com.ph	ABC ABC ABC	Y/N Y/N Y/N	
MARIO O. CORTES TORRES, ARND	- /	0976386848 marie@elkhay.com.ph	ABC ABC ABC	Y/N Y/N Y/N	

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