



University of Southeastern Philippines
Bids and Awards Committee

Minutes
Pre-Bid Conference
Completion of Information Technology Building Phase VI
at USEP-Obrero Campus, Davao City

I. Attendance

Dr. Emilia P. Pacoy	-	Chairperson
Engr. Eduardo S. Torrico Jr.	-	Vice Chairperson
Ms. Estela S. Magandi	-	BAC Member
Dr. Alma Mae G. Salinas	-	BAC Member
Dr. Annweda C. Mina	-	BAC Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Ar. Ericson P. Europa	-	PDD Director
Ms. Catherine Lora	-	PDD Draftsman

Bidders:

Mr. Mar Vincent Rebote	-	FZI Construction
Mr. Richard Florin	-	Minkonstrak

II. Call to Order

The prebid conference started with a prayer.

The BAC Chair (Dr. Emilia Pacoy) acknowledged each participants from BAC members, TWG, Secretariat & observers.

The BAC Chair called the meeting to order after determining that there is a quorum at 2:00 o'clock in the afternoon on November 19, 2020 via virtual conference.

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<p>The following agenda are as follow:</p> <ul style="list-style-type: none"> - Discuss on the Packaging (Sealing and Marking of Bids) - Eligibility Requirements for Technical & Financial Components - Technical specification of the project - Other matters
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II. Highlight of the meeting

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> a) To clarify and address the bidders’ questions to adequately prepare bids for the project particularly on the terms & conditions on the bidding documents and other aspects of the project. b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.
Venue:	<p>via Google link:</p> <p>Venue: Via Goggle meet (fhr-enmb-txh)</p>
Approved Budget for the Contract	<ul style="list-style-type: none"> • The Approved Budget for the Contract or ABC for this project is PhP 14,498,753.63 • Location: USEP- Obrero Campus • Contract Duration: 150 calendar days

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The BAC Chair provided a brief background of the project & presented the following:

Topics/Issues	Comments/Decisions/ Instructions
Eligibility Requirements	The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased; All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as “Certified True Copy from the Original” by the company head otherwise the

	<p>bidder will be automatically disqualified. It would also be advisable if the bidder will 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.”</p>
<p>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</p>	<p>I. During Bid Submission:</p> <p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s. b. Technical Documents <ol style="list-style-type: none"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and 9. Latest Audited Financial Statement (AFS) stamped received by the BIR 10. Joint Venture Agreement, if applicable

Topics/Issues	Comments/Decisions/ Instructions
	2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> 1. Income Tax Return 2. VAT Returns 3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice. III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> 1. Performance Security 2. Contract
Sealing and Marking of Bids	Showed an illustration <ul style="list-style-type: none"> ▪ 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.
Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance 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 289,855.07 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 724,637.68

Topics/Issues	Comments/Decisions/ Instructions
	<ul style="list-style-type: none"> ▪ And 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.
Audited Financial statement	<ul style="list-style-type: none"> ▪ The audited financial statement should be stamped “RECEIVED” by the BIR or its duly accredited and authorized institution. ▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office. ▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section
VI Technical Specification	Discussed in detail the Technical Specification

Topics/Issues	Comments/Decisions/ Instructions
Procurement Timeline	<ul style="list-style-type: none"> ▪ 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. ▪ The deadline for submission of bids is on December 16, 2020 (Wednesday) ▪ Cut-off time will be at 3:00 p.m. and Opening of bids shall immediately follow ▪ The venue will be at the USEP-Hostel, Obrero Campus, Davao City ▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted. ▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.
Common Reasons for Disqualification	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission 2. Unsigned documents (when signature is required) 3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate) 4. Class A documents submitted are incomplete or expired

	<p>5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable)</p> <p>6. SLCC (Amount, Period, Similarity)</p> <p>7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB)</p> <p>8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3; additional clause 10)</p> <p>9. NFCC/CLC is in the wrong envelope</p> <p>10. Financial Proposal is not initialed in each and every page</p>
	<p>Dr. Pacoy also presented other details related to additional requirements for post-qualification and GPPB Resolutions as follows:</p> <p>References for Amendments:</p> <ul style="list-style-type: none"> • 1. GPPB Resolution No. 15 s. 2020 • 2. GPPB Resolution No. 16, s. 2020 <p>Note:</p> <p>Bidders shall submit the following:</p> <p>a) Softcopy of the Bidding Documents (Technical & Financial Components) at the email address: bac@usep.edu.ph (with password protected) & to be opened during the scheduled opening of Bid.</p> <p>b) Hardcopy of the Bidding documents (Original, copy 1 & 2) will be submitted to the BAC office on or before the scheduled date.</p>

50 TWG (Architect Europa) together with his staff Presented on the detailed
51 specification, schedule of requirements, scope of works & the approved budget
52 contract (ABC), layout plan on Completion of 5-Storey IT Building Phase 6, as follows:
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- 54 I- GENERAL CONDITIONS
- 55 II- MISCELLANEOUS PROVISIONS
- 56 III- GENERAL REQUIREMENTS
- 57 IV- SITE WORKS
- 58 V- CONCRETEEE
 - 59 - Miscellaneous Metals
 - 60 - Concrete Formwork, Embedded
 - 61 Pipes, and Construction Joints
 - 62 - Concrete Reinforcement
 - 63 - Concrete Accessories
 - 64 - Cast-in-place Concrete
 - 65 - Concrete Curing
 - 66 - Concrete Sampling
 - 67 - Compressive Testing
 - 68 - Test Failure
- 69 VI. MASONRY
 - 70 - GENERAL Requirements
 - 71 - Unit Masonry
- 72 VII. METALS
 - 73 - Miscellaneous Metals
 - 74 - Structural Steel Works
- 75 VIII. THERMAL AND MOISTURE CONTROL
 - 76 - Long Span Pre-Painted Roofing
- 77 IX FINISHES
 - 78 - Plastering
 - 79 - Painting Work
 - 80 - Tile Work
 - 81 - Suspended Ceiling System
- 82 X. MECHANICAL WORK
 - 83 - Plumbing Specifications
 - 84 - Sprinkler System
 - 85 - Fire Protection System
- 86 XI. ELECTRICAL WORKS

87 Architect Europa reminded the requirements for the request of time extension
88 whoever the winning bidder is.
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92 **A. Comments and Suggestions**

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94 Ms. Estremos informed the Bidders that there were some amendments with regards
95 to forms to be used as required in the eligibility documents for technical & financial
96 components, during public bidding. She presented the following details:

97 References for Amendments:

- 98 • 1. GPPB Resolution No. 15 s. 2020
- 99 • 2. GPPB Resolution No. 16, s. 2020

100 Note:

101 Bidders shall submit the following:

- 102 c) Softcopy of the Bidding Documents (Technical & Financial Components) at the
103 email address: bac@usep.edu.ph (with password protected) & to be opened during
104 the scheduled opening of Bid.
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- 106 d) Hardcopy of the Bidding documents (Original, copy 1 & 2) will be submitted to the
107 BAC office on or before the scheduled date.

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109 Engr. Torrico also informed the bidders that they must also submit during post-
110 qualification the availability of equipment including its condition and number of unit. He
111 added that manpower schedule should also be submitted to the BAC for the reference of
112 its process flow during the duration of the contract.

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115 **III. Adjournment:**

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117 Dr. Mina moved for the adjournment of this meeting and seconded by Ms.
118 Magandi. With no further instructions from the BAC and clarifications from the Bidders,
119 the Pre-Bid Conference was adjourned at 3:00 PM.

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Prepared by:



OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

EMILIA P. PACOY
BAC Chair