



University of Southeastern Philippines  
*Bids and Awards Committee*

**Minutes**

**Pre-Bid Conference**

**Completion of School of Applied Economics Building  
at USEP-Obrero Campus, Davao City**

**I. Attendance**

Bids and Award Committee:

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
Melanie Pagkaliwagan	-	BAC Secretariat
Ms. Mary Aprilly P. Cimafranca	-	BAC Secretariat
Ms. Emelle Embat	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff
Mr. Teodorico Tinaco	-	BAC Staff

TWG:

Ms. Catherine Lora	-	PDD Draftsman
Arch. Ericoson Europa	-	PDD Director

Bidders:

Ms. Erlyn Plana	-	MAG Corp.
Ms. Maylen Oroyan	-	RCBAR Builders
Ms. Vivian Panares	-	Golden Vido

43 **II. Call to Order**

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45 The prebid conference started with a prayer.

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

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50 The BAC Chair called the meeting to order after determining that there is a quorum at 3:00 o'clock  
51 in the afternoon on November 19, 2020 via virtual conference.

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<b>The following agenda are as follow:</b>	
-	<b>Discuss on the Packaging (Sealing and Marking of Bids)</b>
-	<b>Eligibility Requirements for Technical &amp; Financial Components</b>
-	<b>Technical specification of the project</b>
-	<b>Other matters</b>

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54 **II. Highlight of the meeting**

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Objectives of the Pre-bid Meeting:	<p>a) To clarify and address the bidders' questions to adequately prepare bids for the project particularly on the terms &amp; conditions on the bidding documents and other aspects of the project.</p> <p>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.</p>
<b>Venue:</b>	<p><b>via Google link:</b></p> <p>Venue: Via Goggle meet</p>
<b>Approved Budget for the Contract</b>	<p>The Approved Budget for the Contract or ABC for this project is PHP : 28,985,507.25</p> <ul style="list-style-type: none"> <li>• Location: USEP- Obrero Campus</li> </ul>

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

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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
<b>Eligibility Requirements</b>	<p>The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased;</p> <p>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 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>
<b>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</b>	<p><b>I. During Bid Submission:</b></p> <p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> <li>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.</li> <li>b. Technical Documents <ol style="list-style-type: none"> <li>1. Statement of all ongoing contracts</li> <li>2. Statement of Single Largest Completed Contract</li> <li>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)</li> <li>4. Compliance to Section VI. Schedule of Requirements</li> <li>5. Compliance to Section VII. Technical Specifications</li> <li>6. Omnibus Sworn Statement</li> <li>7. Authority of the Signatory</li> </ol> </li> </ol>

	<p>8. Net Financial Contracting Capacity or Committed Line of Credit; and</p> <p>9. Latest Audited Financial Statement (AFS) stamped received by the BIR</p> <p>10. Joint Venture Agreement, if applicable</p>
Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	<p>2nd Envelope – Financial Proposal</p> <p>I. Bid Form, signed in all pages</p> <p>II. Additional Document if declared as Lowest Calculated Bidder</p> <ol style="list-style-type: none"> <li>1. Income Tax Return</li> <li>2. VAT Returns</li> <li>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.</li> </ol> <p>III. After receipt of Notice of Award (NOA)</p> <ol style="list-style-type: none"> <li>1. Performance Security</li> <li>2. Contract</li> </ol>
Sealing and Marking of Bids	<p>Showed an illustration</p> <ul style="list-style-type: none"> <li>▪ 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. <b>Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.</b></li> </ul>
Post Qualification Documents	<p>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</p>
Performance Security	<p>Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance</p> <p>The bid should be accompanied with a bid security in the following amount:</p> <ul style="list-style-type: none"> <li>➤ 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</li> </ul>

	<p>ABC or in an equivalent amount of <b>PhP 579,710.14</b></p> <p>➤ 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 <b>PhP 1,449,275.36</b></p>
Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	<ul style="list-style-type: none"> <li>▪ And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security.</li> <li>▪ The bidder may also opt to submit a Bid Securing Declaration</li> <li>▪ The validity period of the bid security should be 120 days from the date of opening of bids.</li> </ul>
<b>Audited Financial statement</b>	<ul style="list-style-type: none"> <li>▪ The audited financial statement should be stamped “<b>RECEIVED</b>” by the BIR or its duly accredited and authorized institution.</li> <li>▪ 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.</li> <li>▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5</li> </ul>
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/ <b>Instructions</b>
Procurement Timeline	<ul style="list-style-type: none"> <li>▪ 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. <b>Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.</b></li> <li>▪ The deadline for submission of bids is on <b>December 16, 2020 (Wednesday)</b></li> <li>▪ Cut-off time will be at <b>2:00 p.m.</b> and Opening of bids shall immediately follow</li> <li>▪ The venue will be at the <b>USEP-Hostel, Obrero Campus, Davao City</b></li> <li>▪ Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.</li> <li>▪ <b>Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.</b></li> </ul>
Common Reasons for Disqualification	<ol style="list-style-type: none"> <li>1. Failure to submit or incomplete submission</li> <li>2. Unsigned documents (when signature is required)</li> <li>3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate)</li> <li>4. Class A documents submitted are incomplete or expired</li> <li>5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable)</li> <li>6. SLCC (Amount, Period, Similarity)</li> <li>7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB)</li> <li>8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3;</li> </ol>

	additional clause 10) 9. NFCC/CLC is in the wrong envelope 10. Financial Proposal is not initialed in each and every page
	<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"> <li>• 1. GPPB Resolution No. 15 s. 2020</li> <li>• 2. GPPB Resolution No. 16, s. 2020</li> </ul> <p>Note:</p> <p>Bidders shall submit the following:</p> <p>a) Softcopy of the Bidding Documents (Technical &amp; Financial Components) at the email address: <a href="mailto:bac@usep.edu.ph">bac@usep.edu.ph</a> (with password protected) &amp; to be opened during the scheduled opening of Bid.</p> <p>b) Hardcopy of the Bidding documents (Original, copy 1 &amp; 2) will be submitted to the BAC office on or before the scheduled date.</p>

61 TWG (Architect Europa) together with his staff Presented on the detailed specification, schedule of  
62 requirements, scope of works & the approved budget contract (ABC), layout plan on Completion of  
63 SAEC Building, USEP-Obrero Campus, Davao City, she added that the project shall cover the  
64 construction of a floor and roof deck, minimal architectural finishing works, electrical roughing-ins  
65 and installation of fixtures and panel boards, plumbing roughing-ins and installation of fixtures,  
66 installation of the fire protection system and electronic communication works. With the total  
67 approved budget contract of PhP. 28,985,507.25, with a total estimated cost of 30,000,000, and the  
68 project duration of 300 calendar days, the workable days is 270 calendars and the unworkable days  
69 is 30 calendar days.

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**Technical Specifications:**

Item Nos	Unit	Item Description	Qty.	Total ABC
1	LOT	<b>COMPLETION OF SCHOOL OF APPLIED ECONOMICS</b>	1	PhP 28,985,507.25
		<b>I. GENERAL REQUIREMENTS</b>		

		1.1	<b>MOBILIZATION &amp; DEMOBILIZATION</b>			
		1.2	<b>PROCESSING OF PERMITS</b>			
		<b>II.</b>	<b>CONSTRUCTION SAFETY</b>			
		<b>III.</b>	<b>SITE WORKS</b>			
		3.1	<b>SITE PREPARATION</b>			
		3.2	<b>SCAFFOLDING (rental) AND FORMWORKS</b>			
		3.3	<b>EXCAVATION</b>			
		<b>IV.</b>	<b>CONCRETE &amp; MASONRY WORKS</b>			
		4.1	<b>CONCRETING</b>			
		4.2	<b>REINFORCEMENT BARS</b>			
		4.3	<b>MASONRY</b>			
		<b>V.</b>	<b>CARPENTRY WORKS</b>			
		5.1	<b>INTERIOR WALL PARTITIONS (DEAN'S OFFICE)</b>			
		<b>VI.</b>	<b>FINISHING WORKS</b>			
		6.1	<b>PUMP ROOM PAINT FINISH</b>			
		6.2	<b>CONSUMABLES (Sand paper and etc.)</b>			
		<b>VII.</b>	<b>WINDOWS</b>			
		<b>VIII.</b>	<b>ROOFING AND STEEL WORKS</b>			
		8.1	<b>ROOF FRAMING STEEL WORKS</b>			
		8.2	<b>ROOFING AND BENDED SHEETS (Main Roof)</b>			
		8.3	<b>STEEL WORKS</b>			
		8.4	<b>CONSUMABLES (Sand Paper, Tyrolet steel cutter, accessories etc.)</b>			
		<b>IX.</b>	<b>ELECTRICAL WORKS</b>			
		9.1	<b>ELECTRICAL FIXTURES</b>			
		9.2	<b>PANEL BOARDS &amp; OVERCURRENT PROTECTIONS</b>			
		9.3	<b>PIPINGS AND WIRINGS SERVICE ENTRANCE</b>			
		<b>X.</b>	<b>ELECTRONICS WORKS</b>			
		10.1.	<b>DATA AND VOICE SYSTEM</b>			
		10.2	<b>FIRE ALARM SYSTEM</b>			
		10.3	<b>CCTV SYSTEM</b>			
		<b>XI.</b>	<b>MECHANICAL WORKS</b>			



	11.1	<b>FIRE PROTECTION SYSTEM</b>			
	11.2	<b>VALVES, DEVICES AND ACCESSORIES</b>			
	11.3	<b>FIRE PROTECTION SYSTEM PUMP ROOM FACILITIES</b>			
	<b>XII.</b>	<b>PLUMBING WORKS</b>			
	12.1	<b>SANITARY (pipes &amp; fittings S-1000)</b>			
	12.2	<b>WATERLINE (ppr pipes &amp; fittings pn 20)</b>			
	12.3	<b>FIXTURES</b>			
	12.4	<b>STORM DRAIN</b>			
	12.5	<b>WATER TANKS</b>			
	12.6	<b>SEPTIC VAULTS</b>			
	<b>XIII.</b>	<b>THERMAL AND MOISTURE CONTROL</b>			
	13.1	<b>WATERPROOFING</b>			

72 TWG presented the additional notes, it stresses that the Bill of Quantities (BOQ) and  
73 detailed estimates are two separate documents. The detailed cost estimates must reflect  
74 overhead and/or contingency mark-up, profit and taxes. A;; on-going and completed  
75 contracted projects (private and/or government) must be enlisted with details of contract  
76 amount, calendar days, location and other supporting documents (NOA, NTP, Certificate of  
77 Completion and Contract).

78 It stressed that during the post-qualification the following documents should be attached,  
79 as follows:

- 80 a) Duly signed availability of equipment
- 81 b) Duly signed construction schedule and s-curve chart
- 82 c) Duly signed construction schedule
- 83 d) Duly signed construction methods
- 84 e) Duly signed equipment utilization schedule
- 85 f) Duly signed construction safety certification
- 86 g) Duly signed certificate of site inspection from PDD representative
- 87 h) Duly signed certification of compliance with labor laws
- 88 i) Affidavit of undertakings stating that the contractor is solely implementing the  
89 project (not a dummy and/or lending of PCAB license to any personality)

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91 It is also noted that for the site inspection certification, the PDD personnel will be available  
92 on the following schedule: Tuesday, Wednesday & Thursday. However, entry pass for  
93 inspecting personnel has to be requested from the BAC in advance stating the name and  
94 company being represented. The bidders will observe strictly Covid safety protocols. The  
95 minimum work experience requirement for the key personnel were emphasized as follows:

Key Personnel	General Experience	Relevant Experience
Resident Engineer	Licensed Civil Engineer	3 Years
Construction foreman	Vertical construction	5 Years
Safety Officer	Certification (OSH)	1 Year
Materials Engineer	Certification (DPWH)	3 Years
Welders	NC II	2 Years
Electrician	NC II	2 Years
Plumber	NC II	2 Years
Carpenter	-	1 Year
Finishing Specialist	-	1 Year

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TWG stressed on the minimum major equipment requirements are the following:

- 1 Unit Welding Machine (heavy duty)
- 1 Unit Acetylene Oxygen (heavy duty)
- 1 Unit Power Tools (heavy duty)
- 1 Unit Electric Drills (heavy duty)
- 1 Unit Paint Sprayer (heavy duty)
- 1 Unit Concrete Mixer (heavy duty)
- 1 Unit Concrete Pump (heavy duty)
- 1 Unit Dumptruck (heavy duty)
- 1 Unit Table Saw (heavy duty)
- 1 Unit Hydraulic Excavator (heavy duty)
- 1 Unit Water Pump(heavy duty).

It was added and emphasized that all workers and personnel must follow the University’s rules and regulations. There must be no gambling and smoking and drinking alcohol/liquor within the university premises. All workers must pay respect and participate during the Philippine Flag ceremonies held during Monday mornings and Friday afternoon. All construction works must be halted and resume only after Philippine Flag Raising and Retreat. All workers are required to stay-in due to Covid-19 safety protocols of the university. The contractor is required to submit their Covid-19 safety protocols to be implemented throughout the duration of their contract. A pre-construction conference will be held before the start of the project. This will lead by the Physical Development Division (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 projects, within the last three (3) years completed and /or on-going 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 on-going project are to be supported with contracts, notice to proceed and actual work accomplishment to date. All projects are to be distinctly marked as to

129 their exact location, owner, owner contract number and address, and possible provide a map. All  
130 concrete pouring of slabs must be monolithic. All materials and finishes to be installed must  
131 secure a request for approval for installation form. All contractors are required to apply for water  
132 and power connection from Davao Light and Davao City Water District. All workers and  
133 personnel must wear IDs, PPE and Company Uniform inside the campus at all times. All  
134 personnel to be assigned in the project should not be handling other projects at the same time.  
135 All workers and personnel must refrain from disturbing acts (such as catcalling) to students,  
136 faculty and staff and/or to any individual inside the campus. In the event that the key personnel  
137 will be replaced, the PDD must be notified in writing at least 21 days before making replacement.  
138 It was emphasized that for the bidder who wanted to request for time extension due to weather  
139 condition will only be approved based on the following terms: a) if the accomplishment of the  
140 construction project is ahead of time schedule or on schedule b) if the weather condition is severe  
141 and may affect project work schedule (such as excavation, concrete pouring and exterior  
142 finishing works). And it must be supported with documents and/or report certified from a weather  
143 bureau or PAG-ASA. The project duration is 300 calendar days, workable days is 270 and  
144 unworkable calendar days is 30. Only inclement weather conditions, therefore only inclement excess of 30 days can be used as reason  
145 for any time extension.  
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#### 148 **A. Comments and Suggestions**

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150 Dr. Pacoy asked for any comments/clarification from bidders. Ms. Plana asked the BAC if it is  
151 required to use plumber with NCII if a contractor has a PRC registered master plumber and Arch.  
152 Europa replied that it is ok if they'll use PRC registered master plumber. Engr. Panares clarified on  
153 what size of paper should be used for technical and financial documents. Dr. Mina answered that it  
154 should be a long bond paper.

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#### 156 **Adjournment:**

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158 Dr. Mina moved for the adjournment of this meeting and seconded by Ms. Magandi. With  
159 no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference  
160 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