



**University of Southeastern Philippines**  
**Bids and Awards Committee**

**Minutes Pre-Bid Conference**

**Project: Construction of Laboratory Building for the College of Engineering  
Phase 2**

**Contract No. 2018-29/Infra**

**December 10, 2018, 2018 at 2:00 pm**

**Venue: USEP Dormitory Conference Room, Obrero Campus, Davao City**

**Approved ABC: PhP 72,415,685.99**

**Present were:**

**Bids and Awards Committee:**

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Reynilo Garcia	-	Member
Prof. Xennie Y. Tupas	-	Bac Alternate Member

**BAC Secretariat/Staff:**

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Emmele L. Embat	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Melanie Pagkaliwagan	-	Member
Ms. Xyril Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

**TWG:**

Engr. Florencio Chua	-	University Engineer
Ms. Glodove Zyrra Joy A.	-	PDD Draftsman
Mr. Kim To Montederamos	-	PDD Draftsman

**Procurement:**

Ms. Nora Dela Viña	-	Procurement Head
Mr. Chris Villahermosa	-	Procurement Staff
Ms. Ma. Charlot A. Tinaco	-	Procurement Staff

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Laboratory En'g Bldg Phase 2)**

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**Bidder/s:**

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|-----------------------------|---|-----------------------|
| Mr. Rommel S. Paclibar      | - | RSP Enterprises, Inc. |
| Ms. Rossie A. Flores        | - | RSP Enterprises, Inc  |
| Ms. Gemma Estimada          | - | RSP Enterprises, Inc. |
| Engr. Eduardo Francisco     | - | ASM Construction      |
| Mr. Ryan Ray Adrales        | - | Amazing Find Builders |
| Mr. Melven Aries A. Pinuela | - | Amazing Find Builders |

**A. Proceedings:**

The activity commenced with a prayer.

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order with three (3) BAC members attended at 2:00 o'clock in the afternoon. She also acknowledged the presence BAC Secretariat Members, TWG, Bidders and the end-users.

**B. Reading of Minutes**

Dr. Biton read the minutes of the pre-procurement conference meeting for the **Construction of Laboratory Building for the College of Engineering Phase 2, USEP, Obrero Campus, Davao City.** Dr. Mina moved for the approval of minutes and seconded by Dr. Garcia

**C. Business Matters**

BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid conference for the project with an Approved Budget for the Contract (ABC) of **PhP 72,415,685.99** within **450 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

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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.

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 1,448,313.72**. 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 3,620,784.30**

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.

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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.

All submitted documents, including Copies 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. The bidder is advised to 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"

PhilGEPS Certificate of Registration and Membership

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):

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

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

Sealing and Marking of Bids

The BAC Chair presented the following slides:

**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.



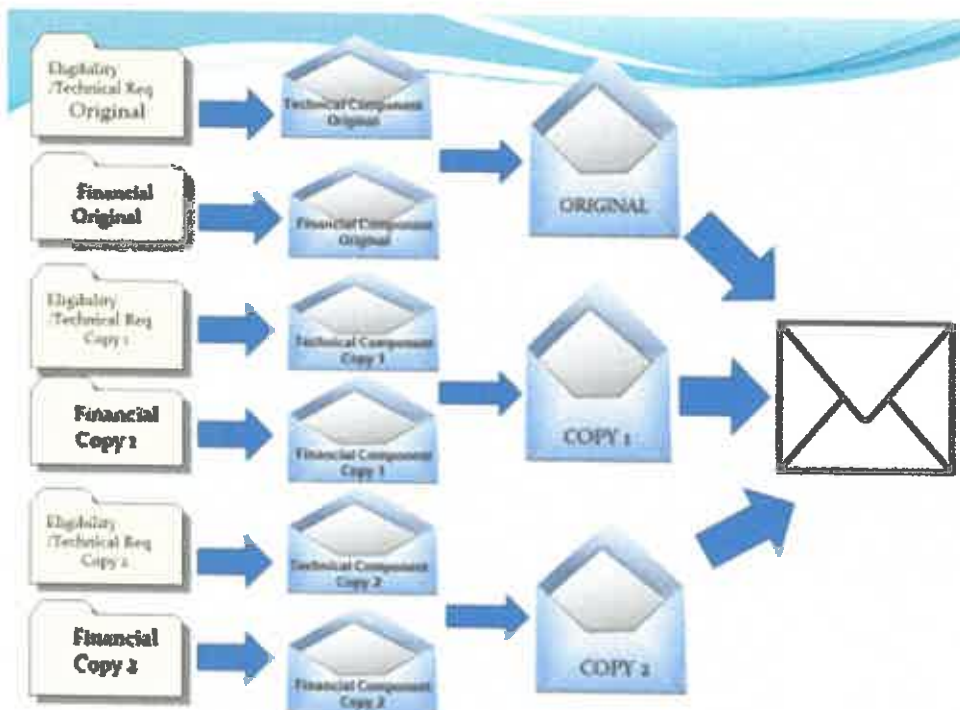
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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately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



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:

- a. Contain the name of the contract to be bid in capital letters;
- b. Bear the name and address of the Bidder in capital letters;
- c. Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- d. Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and
- e. Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids," in accordance with ITB Clause 21.

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.

### **SUBMISSION OF BIDS**

The deadline for submission of bids is on **11 January, 2019**. Cut-off time will be at 2:00 p.m. and Opening of Bids shall immediately follow. The venue will be at the USEP-RDE Conference Room. Any bid submitted after the cut-off time shall be declared late and shall not be accepted.

#### **Checklist of Technical Component**

##### **Class "A" Legal Documents**

1. PhilGEPS Platinum Certificate (Platinum)
2. DTI business name registration or SEC registration certificate
3. Valid and Current Mayor's permit/municipal license
4. Valid and current tax clearance per E.O 398, s. 2005 as finally reviewed and approved by the BIR, stating that the bidder has no listed tax liability.
5. PCAB license and registration
6. Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
7. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within 2015-2018.

(All of the above statements shall include all information required in the Philippine Bidding Documents prescribed by the GPPB.)

##### **Class "A" Financial Documents**

1. JVA, if applicable

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2. Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from the date of submission, showing among others the total and current assets and liabilities.
3. Computation of Net Financial Contracting Capacity (NFCC).

**Class " B " Technical Documents**

1. Required Bid Security or Bid Securing Declaration:
2. Project requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid
  - b. List of contractor's personnel to be assigned to the contract to be bid, with their complete qualification and experience data
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case maybe
3. Omnibus Sworn Statement

**SIGNIFICANT REMINDERS**

**SUB-CONTRACTING IS NOT ALLOWED  
SANCTIONS IMPOSED TO CONTRACTORS AS AN EFFECT OF  
TERMINATION OF CONTRACT DUE TO THE CONTRACTOR'S FAULT**  
Penalty of suspension for one year (for first offense), from date of the Suspension Order, from participating in the public bidding process or procurement activities of the University.  
Forfeiture of the performance bond

**D. PRESENTATION OF THE TECHNICAL WORKING GROUP/PDD**

PDD/TWG presented the details of the said project: **Construction of Laboratory Building for the College of Engineering (Phase2).**

**Project Description:**

The project of College of Engineering Laboratory Building Phase 2 will continue the construction of the architectural and structural of the building according to the budget that is allocated.

The duration of the proposed construction is 450 calendar days. The project ABC of (Php 72,415,685.99) 10

**SCOPE OF WORKS OF COE LABORATORY PHASE 2:**

**GENERAL REQUIREMENTS**

- Mobilization/Demolition
- Construction Safety Measures, Equipments & Facilities

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338	- Temporary Facilities and Utilities
339	- Project Billboard/Site Signages/Project Marker
340	- Construction Equipment
341	<b>SITE WORKS AND EARTHWORKS</b>
342	- Surface Preparation and Disposal of Debris
343	- Layout & Staking
344	- Site Demolition and Removal of Existing Infrastructure
345	- Excavation Works and Disposal of Wastes
346	- Formworks & Scaffoldings
347	- Various Equipment Usage
348	<b>STRUCTURAL CONCRETE &amp; STEEL WORKS</b>
349	- Column Pedestal and Footing Works for Bridge
350	- Footing-Tie Beam Works for Bridge
351	- 2nd Floor Framing, Columns, Beams, Diagonal Bracing, Bridge
352	- 3rd Floor Framing, Columns, Beams, Diagonal Bracing, Slab and Bridge
353	- 4th Floor Framing, Columns, Beams, Diagonal Bracing, Slab and Bridge
354	- 5th Framing, Columns, Beams, Diagonal Bracing, Slab and Bridge
355	- Roof Deck Framing, Columns, Beams and Slab
356	<b>REINFORCED MASONRY AND PLASTERING</b>
357	- Ground Floor (Plastering, Lavatory Counters and Plantbox)
358	- 2nd Floor (CHB Masonry Wall, Plastering, Lavatory Counters, Concrete Ledges and Plantbox)
359	- 3rd Floor (CHB Masonry Wall, Plastering, Lavatory Counters, Concrete Ledges and Plantbox)
360	- 4th Floor (CHB Masonry Wall, Plastering, Lavatory Counters, Concrete Ledges and Plantbox)
361	- 5th Floor (CHB Masonry Wall, Plastering, Lavatory Counters, Concrete Ledges and Plantbox)
362	- Roof Deck (CHB Masonry Wall and Plastering)
363	<b>MISCELLANEOUS WORKS</b>
364	- 2nd Floor, 3rd Floor, 4th Floor, 5th Floor and Roof Deck (Corbel, Shear Connectors, Monkey Ladder, Stiffener, Seat Angles and other Metal Accessories)
365	<b>ELECTRICAL WORKS</b>
366	- 2nd Floor (Lighting and Power System Roughing-ins and Air-conditioning System Roughing-ins)
367	- 3rd Floor (Lighting and Power System Roughing-ins and Air-conditioning System Roughing-ins)
368	- 4th Floor (Lighting and Power System Roughing-ins and Air-conditioning System Roughing-ins)
369	- 5th Floor (Lighting and Power System Roughing-ins and Air-conditioning System Roughing-ins)
370	- Roof Deck (Lighting and Power System Roughing-ins)
371	<b>PLUMBING WORKS</b>
372	- Ground Floor Plumbing Fixtures, Sanitary Lines, Water Distribution Lines and Miscellaneous
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381	<b>Laboratory En'g Bldg Phase 2)</b>
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- 3rd Floor (Water Line Roughing-ins and Sanitary Line Roughing-ins)
- 4th Floor (Water Line Roughing-ins and Sanitary Line Roughing-ins)
- 5th Floor (Water Line Roughing-ins and Sanitary Line Roughing-ins)

**METAL WORKS**

- 3rd Floor (Stair, Ramp and Railing Works)
- 4th Floor (Stair, Ramp and Railing Works)
- 5th Floor to Roof Deck (Stair, Ramp and Railing Works)

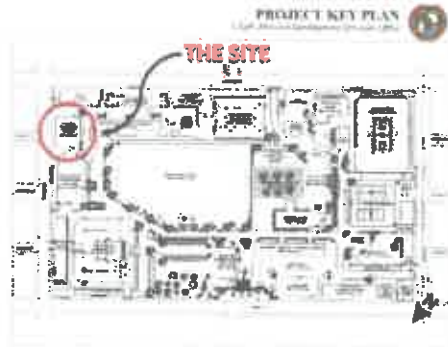
**MECHANICAL WORKS**

- 2nd Floor to Roof Deck Roughing-ins of Piping System, Risers, Cross Mains, Branches, Sprinkler Heads, Chemical and Water Piping Lines for Sprinkler System

**ELECTRONICS**

- Ground Floor to Roof Deck Roughing-ins of FDAS (Fire Detection and Alarm System)

**PHASE 2 SCOPE**



Architect's Perspective  
CSOP Physical Development Division Office



**COLLEGE OF ENGINEERING  
LABORATORY BUILDING  
PHASE 2 PROPOSED DESIGN**

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The College of Engineering Laboratory Building Phase 2 shows the proposed design of the bridge connecting to the engineering building.

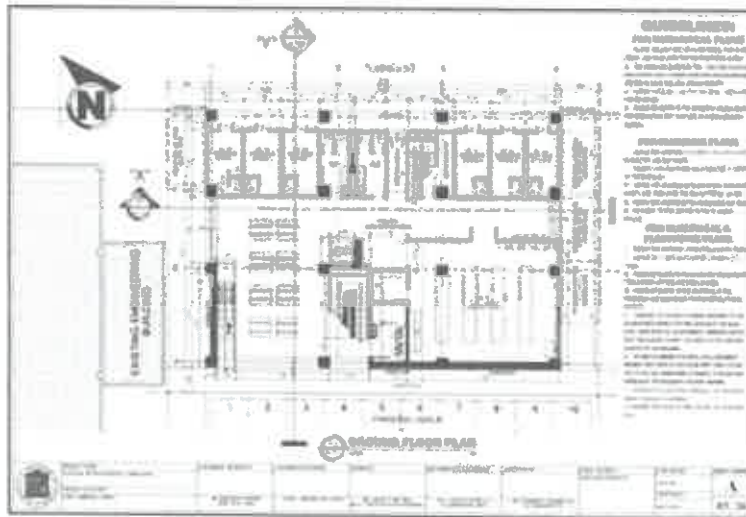


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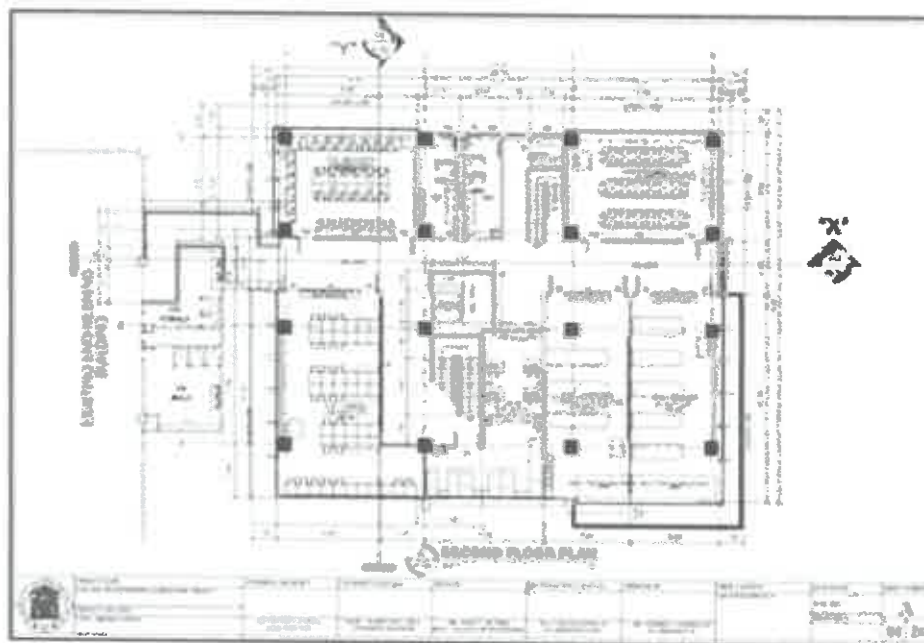
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**Floor Plans:**

**Ground Floor Plan**  
L'SeP- Physical Development Division Office



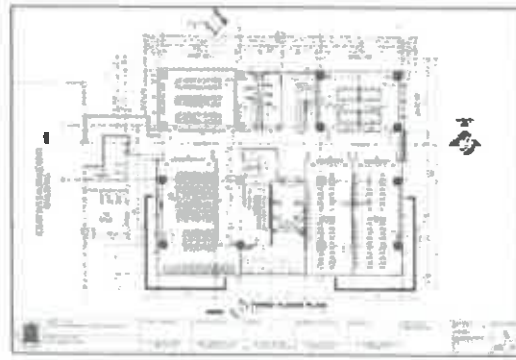
**Second Floor Plan**  
L'SeP- Physical Development Division Office



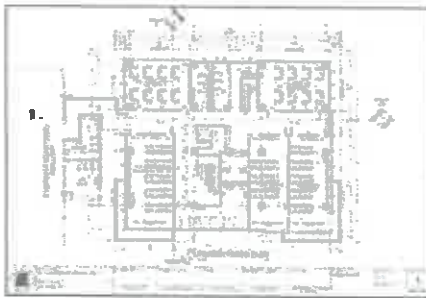
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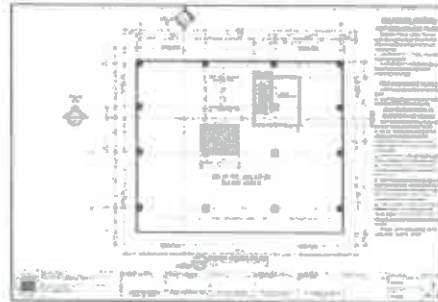
**Third Floor Plan**  
CMP Physical Development Division Office



**Fourth Floor Plan**  
CMP Physical Development Division Office

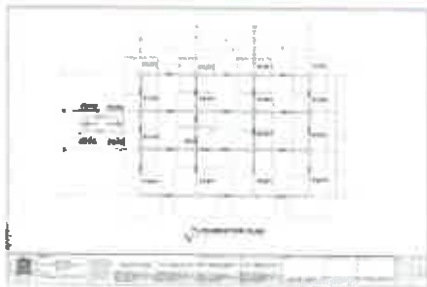


**Roof Deck Plan**  
CMP Physical Development Division Office



**Structural Plans:**

**Foundation Plan**  
CMP Physical Development Division Office



**Second Floor Framing Plan**  
CMP Physical Development Division Office



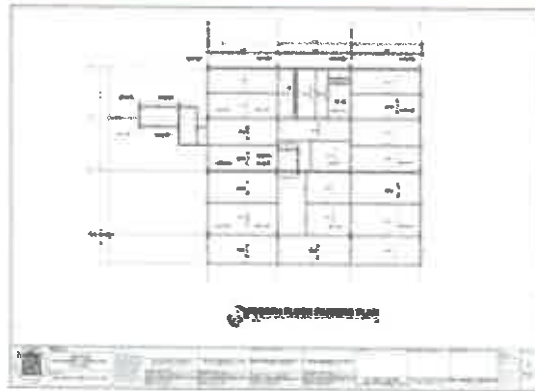
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**Third Floor Framing Plan**  
COE-Physical Development Division Office



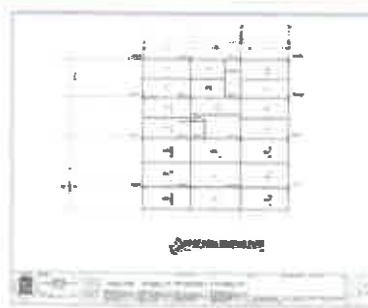
**Fourth Floor Framing Plan**  
COE-Physical Development Division Office



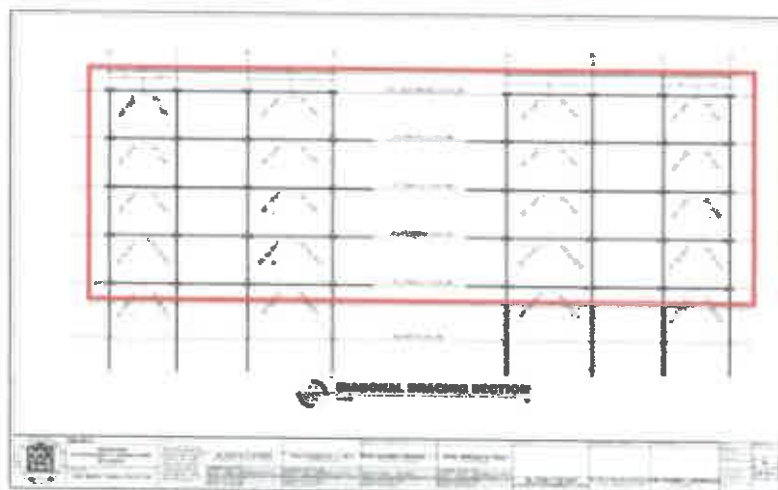
**Fifth Floor Framing Plan**  
COE-Physical Development Division Office



**Roof Deck Framing Plan**  
COE-Physical Development Division Office



**Diagonal Bracing Plan**  
COE-Physical Development Division Office



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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	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

**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
Concrete Mixer	Heavy Duty	1
Concrete Pump	Heavy Duty	1
Dump Truck	Heavy Duty	1
Tower Crane/Telescopic Crane	Heavy Duty	1

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**ON THE FINANCIAL COMPONENT CHECKLIST:**

It was stressed that the Bill of Quantities (BOQ) and detailed cost estimates are two separate documents, the detailed cost estimates must reflect OCM, profit and all taxes.

**POST-QUALIFICATION REQUIREMENTS:**

<b>Duly Signed Availability of Equipment</b>
<b>Duly Signed Construction Schedule and S-Curve</b>
<b>Duly Signed Manpower Schedule</b>
<b>Duly Signed Construction Methods</b>
<b>Duly Signed Equipment Utilization Schedule</b>
<b>Duly Signed Construction Safety Certification</b>
<b>Duly Signed Certificate of Site Inspection</b>
<b>Duly Signed Certification of Compliance with labor laws</b>
<b>Affidavit of Undertaking that the Contractor is the One Implementing the Project (not a Dummy; does not lend its license to other contractor)</b>

**PROJECT MANAGEMENT POLICES AGREEMENT BETWEEN USEP PROJECT MANAGEMENT and CONTRACTOR**

A Pre-Construction conference will be held before the start of the project. This will be spearheaded by the Physical Development Division (PDD). The Pre-Construction conference includes the verification of the temporary field office, storage area and the existing electrical and water lines.

The Contractor should observe the proper Construction Safety (PPE's) and Identification of the Project Manpower. Smoking and drinking of liquor is strictly prohibited inside the campus since this is a government institution and it is mandatory per City Ordinance. Contractor's manpower caught in doing these prohibited acts must be given disciplinary action for violation.

Workers are to observe proper decorum at all times, no cat calling, shouting, ogling or such. Refrain from ungentle manly behavior towards anybody.

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The Project perimeter shall be enclosed with strong materials to prevent unauthorized person to get inside and to ensure the safety of the Construction Materials and Equipment.

The Contractor is permitted to have a maximum of only two workers in the job site as watchmen of their construction materials and equipment.

The Contractor must connect directly to DLPC and DCWD lines. However, due to time constraints, the Contractor may tap to the existing electrical and water lines of USEP, provided they will have their own digital lawn meter for the consumption monitoring and payment purposes.

All request for Variation Orders must be submitted twenty-one (21) days before the end of contract of the project as per RA 9184.

The contractor or his duly representative is required to attend construction conferences/meetings, when called for, with PDD for any discussion regarding their project.

Billboard as per Commission on Audit shall be installed. For Phase 1 building construction, the building permit number must be indicated.

All billings with negative(-) slippage will undergo closer scrutiny by other offices also in charge of monitoring which might cause undue delay in its processing and subsequent release.

Whenever there is Reinforcing Steel Works, steel bars must conform to the specifications. They must be tested to the required tensile and bending strength before installation and approval by the USEP Engineers.

Whenever there is a concreting work, an inspection must first be conducted by the USEP PDD Engineer as basis for release of pouring permit. Request for inspection should be done one (1) day before the desired pouring schedule with all provisions for plumbing, electrical and auxiliary roughing-in already in place, including but not limited to dowels for walls, ledges, canopies, etc. No pouring permit, no entry of premix supplier will be allowed inside the USEP Campus.

Concreting of slab will require mechanical trowel guided with laser leveling. Soil poisoning will require certification of job accomplished by an accredited soil poisoning contractor.

For the construction of steel structure, the contractor shall be required to submit: Shop drawings for steel connections (e.g. beam to column, beam to beam), splicing, stiffener spacing, and others this subject for approval prior to its installation. When required, twenty percent of all weld joints will be subjected

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Laboratory En'g Bldg Phase 2)



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to dye penetration test. Where there is an occurrence of rust, contractor is required to take out the rust, and re paint with metal primer or as specified.

For the construction of both concrete and steel structure, the contractor shall require to submit: Construction Occupational Safety and Health Program signed by their assigned Safety Engineer for the project and Methods of Construction in conformity with their submitted work schedule and pert-cpm.

No request for item extension will be allowed due to inclement weather except for the following circumstances:

- That the inclement weather is really severe;
- That the work on schedule is really affected such as excavation, etc.;
- That the overall work is on schedule;

And such request must be properly documented with pictures.

For all plumbing works, hydro testing will be required both for soil and water lines.

A resident engineer and safety engineer shall be present at the site at all times. A materials engineer shall be present when needed.

NCII is required for Plumbers, Electricians, and Welders.

If there is a discrepancy between the working plans and bill of quantities, the contractor must refer the matter to the technical personnel at PDD for clarification and verification. A RFI (Request for Information) may be filed well beforehand for all items that need clarification.

If the contractor wish to work on concrete works beyond 5:00 PM on regular days and Saturday or Sunday, corresponding compensation, per hour, will be given by the Contractor to the USEP Engineers and Staff who will monitor the concrete pouring. All communications will be properly coursed to the VP for administration thru PDD office and copy furnished to Security Services Unit. Work request shall be required before the execution specifically on the biggest weighted item.

All changes or deviations to the original plan must be reflected in the as-built plans which will be submitted at the end of the project.

Final Inspection of the project will be done together with the Technical Working Group of the University, and the User as well.

The policies on this agreement will form part of the contract between the contractor and the University.

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**E. Comments/Suggestions:**

The BAC Chair asked the body for comments and suggestions:

Dr. Biton asked the prospect bidders if they had attended government bidding and informed the following:

**PCAB license should be current and updated**

Dr. Biton informed that a valid PCAB license required as an eligibility requirement for the procurement of infrastructure projects should be valid at the time of the deadline for the submission and opening of bids.

The submission of a PCAB license with validity period after the date of the opening of the bids is a ground for the prospective bidder's disqualification. (NPM 71-2013)

As such, the submission of a PCAB License and Registration cannot be dispensed within the procurement of infrastructure projects. (NPM 126-2014)

**Omnibus Sworn Statement**

Dr. Biton emphasized on the contents of the Omnibus sworn statement with the numbers (1-9) to avoid failure during the opening of bid as follows:

1. Non-inclusion in blacklist
2. Authenticity of documents
3. Verification authority
4. Not allow subcontracting
5. Signatory's authority
6. Disclosure of relations
7. Responsibilities of bidders
8. Labor laws and standards
9. Non-payment (directly or indirectly) any commission, amount, fee, or any form of consideration in relation to any procurement project or activity

**Surety Bond**

Dr. Biton informed the body for the importance of the Surety Bond and reminded to select reputable company for the insurance (Surety Bond).

**For big project it is practical to add more personnel**

Maam Biton suggested on synchronizing the manpower of the contractor which is for the benefits of the University. "Whoever won this bidding, they should be committed to their duties in the University because there are other bidders which only get a mobilization then abandoned the project. For bigger project, more numbers of

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manpower is required to handle and manage the project properly. List of Contractors personnel must have experienced (see to it that personnel are appropriate for the project

#### **Mayors Permit**

One bidder from RSP enterprises asked question on the expired Mayors Permit?

Dr. Biton answered what was stated in accordance with Sec. 34.2 of the 2016 IRR of RA 9184 stated *“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”*

#### **Tower Crane**

ASM bidder asked to the PDD *“if you consider the location of the tower crane due to the limited space near the location of the project and suggested if possible to place tower crane in the USEP-covered court and remove the roof?”*

*Sir Chua responded that “the use of the covered court area for possible location of the tower crane will be discussed during the conduct of a pre-construction conference of the project”. And he commented that “the tower crane could have a deep impact with the quality of infrastructure and it is also part of equipment usage and was indicated in the Bill of Quantities (BOQ)”*

Dr. Biton asked to the PDD/TWG regarding with the tower crane if it “could affect the covered court which located near the construction site?”

Sir Chua also suggested to issue Bid Bulletin for the project if ever there are changes in the Bill of Quantities.

#### **Availability of Downloadable Bidding Document in the USEP Website**

One bidder suggested to download the bidding documents and other eligibility in the USEP website.

Dr. Biton informed the body that bidding documents are available in the BAC Secretariat office. Bidding document can be downloaded at USEP website. But sometimes encoder encountered technical problems in uploading the files and need to request to the Knowledge Management System (KMS) office to resolve such problems.

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

Prepared by:

**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:

**MARLYN D. BITON**  
BAC Chair

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Laboratory En'g Bldg Phase 2)**



University of Southeastern Philippines  
Bo. Obispo, Davao City  
BIDS AND AWARDS COMMITTEE

ATTENDANCE SHEET  
PRE-BID CONFERENCE

Title of the Project: Construction of Laboratory Building for the College of Engineering (Phase 2)

Contract ID No.: 2018-29/Infra

ABC : 72,415,685.99

Date: December 10, 2018

TIME: 02:00 PM

Venue: USEP Dormitory Conference Room

No.	Name	Company/Organization	Designation	E-mail Address	Signature
1	Mulya D. Batin	USEP	BAC-Admin		
2	Orluis D. Sampedro	USEP	BAC Sec		
3	ANNWEDA C. MINA	USEP	BAC-1. Asst		
4	FLORENCE S. CRUZ	USEP	TRC		
5	ALDO B. ZERA DOY A.	USEP	STAFF		
6	MONTEDERMOS, RIM TO H.	USEP	STAFF		
7	CABARDO JAREL DEE P	USEP	STAFF/DEPT. MGR		
8	EMILIE L. ENRAGE	USEP	BAC Sec		
9	NONA R. DE LA ROSA	USEP	PU - BAC		
10	ROMUEL S. PULABAN		GEN. MGR. MM BAC		
11	ROSAIE A. PORES	RSP ENTERPRISES, Inc	<del>STAFF/DEPT. MGR</del>		
12	GENINA ESTIMORA		STAFF		
13	EDRADO SM FRANCISCO	USM	STAFF		
14	Melanie C. Apkeligan	USP	BAC Sec		
15	PAULINA S. DE LA ROSA	USEP	STAFF		



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Bo. Obispo, Davao City  
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No.	Name	Company/Organization	Designation	E-mail Address	Signature
16	XENNIE Y TURBS	USEP	BAC Member		
17	JOY HIN GARCIA	USEP	BAC member		
18	USAP	USEP			
19	USAP	USEP			
20	USAP	USEP	BAC-Staff		
21	ROSE MARIE C. PENA	USEP	BAC STAFF		
22	ALFRED B. TOME	USEP	BAC Staff		
23	YANEN URBAC BERT	USEP	BAC		
24	CHRIS P. WILHELMINA	USEP	BAC-Staff		
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