



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

**Minutes Pre-Bid Conference**

**Project: CONSTRUCTION OF 5-STOREY INFORMATION TECHNOLOGY  
BUILDING (PHASE V)**

**Contract No. 2018-30/Infra**

**December 10, 2018, 2018 at 2:30 pm**

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

**Approved ABC: PhP 38,984,708.64**

**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. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico Tinaco Jr.	-	BAC Staff

**TWG:**

Engr. Florencio Chua	-	University Engineer
Ms. Glodove Zyrta Joy A.	-	PDD Draftsman
Mr. Kim To Montederamos	-	PDD Draftsman
Mr. Jarel Dee P. Cabardo	-	

**Procurement:**

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

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Building Phase 5)**

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**Bidder/s:**

- |                             |   |                       |
|-----------------------------|---|-----------------------|
| Mr. Rommel S. Paclibar      | - | RSP Enterprises, Inc. |
| Ms. Rossie A. Flores        | - | RSP Enterprises, Inc  |
| Ms. Gemma Estimada          | - | RSP Enterprises, Inc. |
| Ms. Lourdes S. Pesperan     | - | Aguero 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 2:30 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 5-STOREY INFORMATION TECHNOLOGY (IT) BUILDING (PHASE V)**, USEP, Obrero Campus, Davao City. Ms. Pagkaliwagan moved for the approval of minutes and seconded by Dr. Mina

**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 38,984,708.64** within **210 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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98 scope of work, plans, and technical specifications for the project, and among those  
99 representing the Procuring Entity. She also stressed that it is also important that the  
100 prospective bidders are given ample time to review the bidding documents prior to the  
101 pre-bid conference.

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103 The BAC Chair highlighted the following:

104 Eligibility Requirements:

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106 The eligibility requirements or checklist can be found in the bidding documents that the  
107 bidder purchased;

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109 Eligibility Requirement for Infra under Class A Documents:

- 110  
111 1. DTI/SEC/Cooperative Development Authority (CDA) Registration  
112 2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*  
113 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and  
114 approved by the BIR.  
115 4. Statement of ongoing contracts.  
116 5. Statement of SLCC (Single Largest Completed Contract)  
117 6. PCAB license and registration  
118 7. Audited financial statement  
119 8. NFCC

120 Mayor's Permit allows an entity to legally perform the requirements and obligations of  
121 the project and the resultant contract.

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123 Recently expired Mayor's/Business permit shall be accepted together with the official  
124 receipt as proof that the bidder has applied for renewal within the period prescribed by  
125 the concerned local government unit: Provided, that the renewed permit shall be  
126 submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016  
127 IRR of RA 9184

128  
129 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility  
130 check/screening. The bid should be accompanied with a bid security in the following  
131 amount: if the bid security is in cash, cashier's check/manager's check, bank  
132 draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or  
133 in an equivalent amount of **PhP 779,694.17**. However, if the bid security is in the form  
134 of a Surety Bond, it should be **5%** of the ABC or in an equivalent amount of  
**PhP 1,949,235.43**

135 If it is a combination of the foregoing, it should be proportionate to share of form with  
136 respect to total amount of security. The bidder may also opt to submit a Bid Securing  
137 Declaration. The validity period of the bid security should be 120 days from the date of  
138 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.



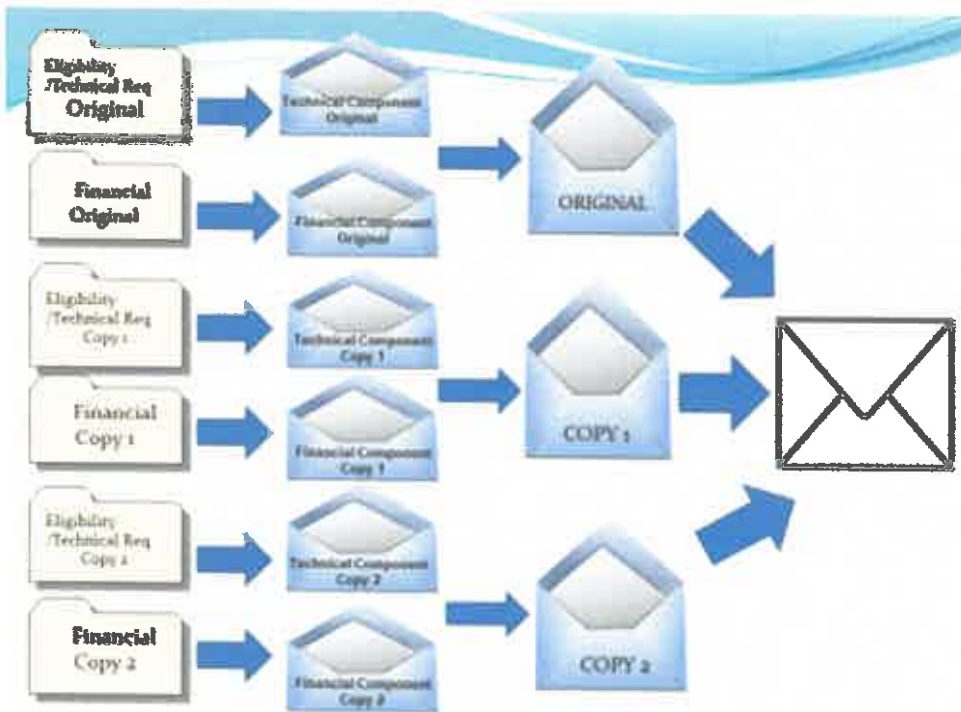
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- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately 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 **3:00 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 5-Storey Information Technology (IT) Building (Phase V)**

**Project Description:**

College of Information Technology Building Phase V will continue the additional two floors of the building. Complete finished in exterior and toilets. 1 passenger elevator No tiling, painting and plastering works in interior scope for fourth to fifth floor plan.

The duration of the proposed construction is 210 calendar days. The project ABC of (Php 38,984,708.64).

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

### **General requirements**

**Mobilization/Demobilization**

**Construction safety**

**Temporary facilities & utilities**

**Site signage's**

**Processing of Documents : Occupancy permit, mechanical permit and etc.**

### **Site works**

**Surface preparation and disposal of debris**

**Provide temporary staircase outside the building with safety provisions.**

### **Reinforced concrete works**

**4<sup>th</sup> to roof deck column and beams**

**5<sup>th</sup> to roof deck slab**

**Stairs , lavatory counter and concrete ledges**

### **Reinforced masonry works**

**4<sup>th</sup> to roof deck masonry for elevator**

**4<sup>th</sup> to roof deck exterior plastering**

**4th & 5th He/She & Lavatory Counter Plastering**

### **Tile works**

**4<sup>th</sup> to 5<sup>th</sup> floor plan he/she toilet**

**Decorative Brick tiles**

### **Finishing works**

**Waterproofing**

**Painting works for he/she toilets**

**Painting works for 4<sup>th</sup> to 5<sup>th</sup> floor exterior (this include the retouch painting on ground to 3<sup>rd</sup> floor exterior)**

### **Glass works**

**Glass curtain wall**

**mirrors**

### **Electrical works**

### **Plumbing works**

### **Fire protection**

### **Passenger elevator**

**all structural framings necessary for the installation of the elevator to be provided by the contractor. All electrical accessories including transformer if needed, deemed necessary for the installation of the passenger elevator to be provided by the contractor. All mechanical works needed for the installation of the passenger elevator to be provided by the contractor to include but not limited to all necessary permits from CEO for its operation, inspection and approval of plans. All electrical, mechanical, and civil works to be supervised by respective profession.**

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- 385
- 386 Steel works
- 387 Stair & corridor railings
- 388 Patterned louvers
- 389 Roof deck steel truss
- 390 Carpentry works
- 391 Phenolic partition for he/she toilets
- 392 Ceiling works
- 393 Doors and windows
- 394 Special equipment and furnishings
- 395 Door closer
- 396 Glass tinted film
- 397 Auditorium chair
- 398 Acoustical wall treatment in auditorium
- 399 Acrylic signage and build up lettering with LED strip backlight
- 400 Aluminum composite panel for cladding
- 401 Roll-up doors shutter

**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 Years
Materials Engineer	Certification (DPWH)	3 Years
Welders	NC II	2 Years
Electrician	NC II	2 Years
Plumber	NC II	2 Years

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**MINIMUM MAJOR EQUIPMENT REQUIREMENTS ARE THE FOLLOWING:**

<b>Equipment</b>	<b>Capacity</b>	<b>Number of Units</b>
Welding Machine	Heavy Duty	1
Acetylene Oxygen	Heavy Duty	1
Power tools	Heavy Duty	1
Electric Drills	Heavy Duty	1
Paint Sprayer	Heavy Duty	1
Concrete Mixer	Heavy Duty	1
Concrete Pump	Heavy Duty	1
Dump Truck	Heavy Duty	1

**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>

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**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.

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.

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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 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.

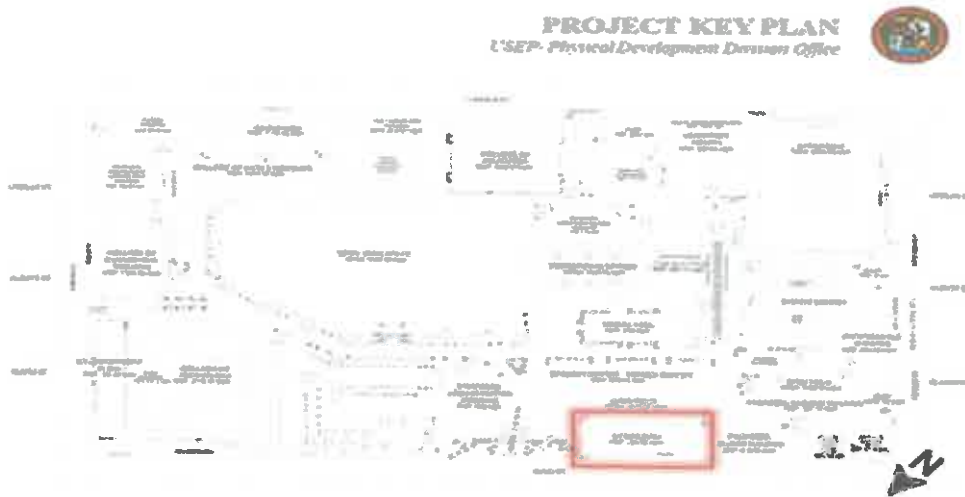
If there is a discrepancy between the working plans and bill of quantities, the contractor must refer the matter to the technical personnel at PDD for clarification and verification. A RFI (Request for Information) may be filed well beforehand for all items that need clarification.

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

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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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**ARCHITECT'S PERSPECTIVE**

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**FACADE PERSPECTIVE**

**ARCHITECT'S PERSPECTIVE**

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**FACADE PERSPECTIVE**

**EXISTING CONDITION**

*USDP-Physical Development Division Office*



**ARCHITECT'S PERSPECTIVE**

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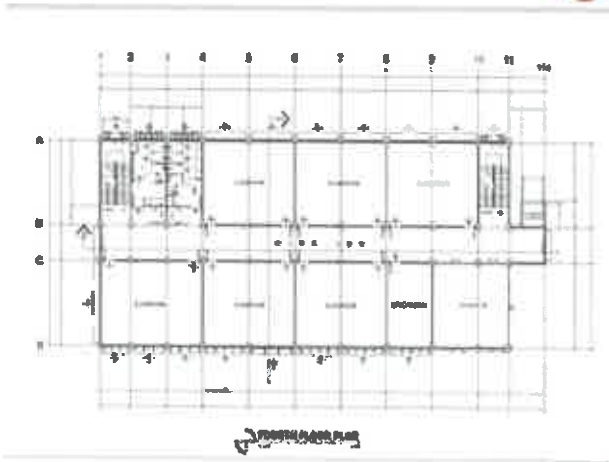


**REAR PERSPECTIVE**

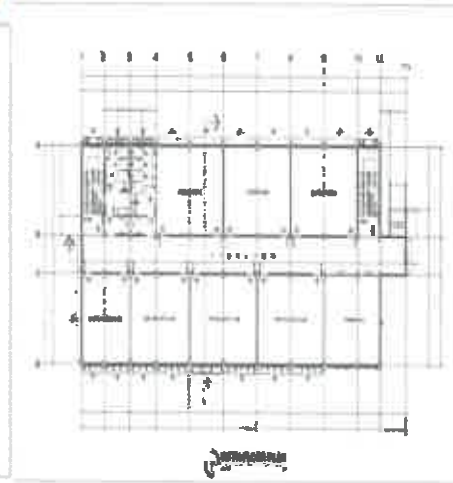
**14 Pre-bid Conference 2018-30/Infra (5-Storey IT Building Phase 5)**

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**CAD PLAN**  
ESEP Physical Development Division Office



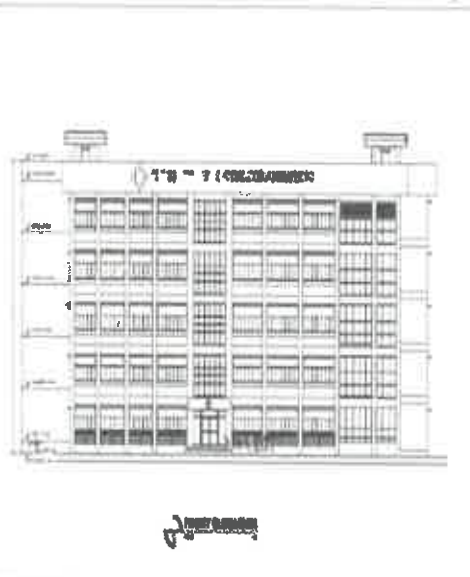
**CAD PLAN**  
ESEP Physical Development Division Office



**CAD PLAN**  
ESEP Physical Development Division Office

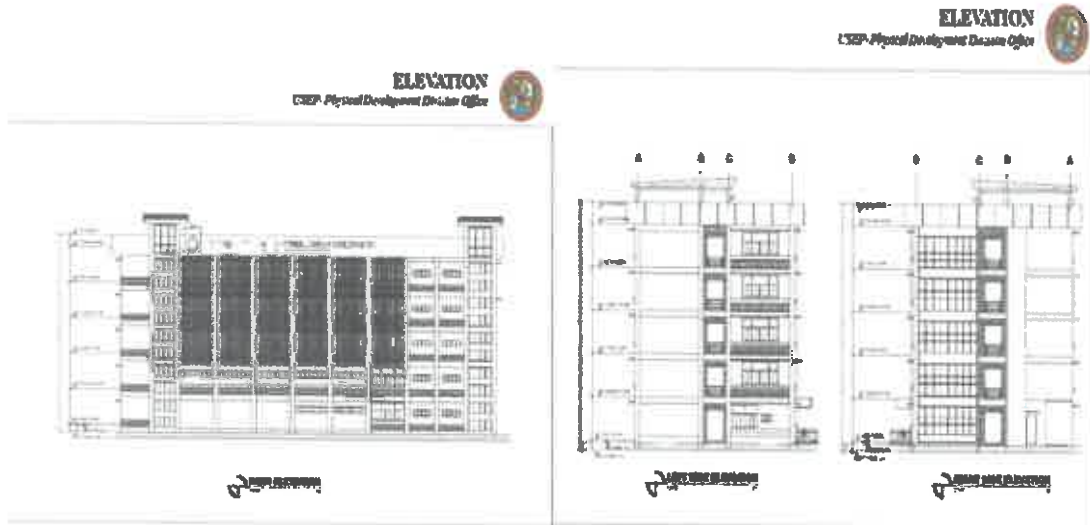


**ELEVATION**  
ESEP Physical Development Division Office



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**E. Comments/Suggestions:**

The BAC Chair asked the body for comments and suggestions:

Engr. Chua commented that PDD/TWG are concerned with the aesthetic view of the IT building temporarily they have to put stair way for the workers going to the 4<sup>th</sup> floor so that the end-user/students will not be disturbed while construction is ongoing.

ASM Construction commented that *“can USEP provide elevator car but it might contaminate the finished /painted area”*. ?

The same Bidder also suggested that *“With these overlapping activities, if this is the case then would we force to work at night?”* Sir Chua answered that *“is it ok if it would 210 calendar days?”* then the bidder responded that *“it would fall 2 years in the making”*.

Engr Chua informed the body to *issue Bid Bulletin for the project duration instead of 210 calendar days will be changed to 270 cd.*

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With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 3:00 pm.

Prepared by:



**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:



**MARLYN D. BITON**  
BAC Chair

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