



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: **Completion of College of Education Building-4th Floor West Wing**
Contract No. 2019-08/INFRA
November 26, 2018 at 3:00 pm
Venue: Dining Hall, University Hostel, USEP Obrero Campus, Davao City
Approved ABC: Php 13,058,438.26

Present were:

Bids and Awards Committee:

15	Dr. Emilia P. Pacoy	-	Vice Chair
16	Dr. Annweda C. Mina	-	Member
17	Ms. Estella Magandi	-	Member
18	Engr. Eduardo Torrico	-	Alternate Member

BAC Secretariat/Staff:

21	Ms. Olivia D. Estremos	-	BAC Secretariat Head
22	Ms. Melanie Pagkaliwagan	-	BAC Secretariat
23	Mr. Alfred Torre	-	BAC Staff
24	Ms. Paulene Rose Pama	-	BAC Staff
25	Mr. Teodorico Tinaco Jr.	-	BAC Staff
26	Ms. Rogie Ann Lizada	-	BAC Staff

TWG:

28	Engr. Franklin Carnasura	-	Site Engineer
29	Mr. James Thomas Ablog	-	PDD Draftsman
30	Engr. Renato Arancon	-	TWG Electrical

Bidder/s:

31	Mr. Melvin Aries Pinnuela	-	Amazing Find Builders
32	Mr. Ryan Jay Adrales	-	Amazing Find Builders
33	Mr. Ibarra Groyan	-	RCBAR Builders
34	Mr. Nolito Ayongao	-	RCBAR Builders
35	Mr. Benjie Mosot	-	LV Ledesma Const.
36	Ms. Lalaine Vosotros	-	LV Ledesma Const.
37	Mr. Steve Dizon	-	LV Ledesma Const.
38	Mr. Richard Florin	-	Minkonstrak
39	Mr. Sinee Pinnuela	-	P2S Builders
40	Mr. Andy Surigao	-	P2S Builders
41	Ms. Shiela Naravilles	-	P2S Builders

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CED Building-West Wing)

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47 **A. Proceedings:**
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49 The activity commenced with a prayer.
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51 Upon declaration of a quorum, the BAC Vice Chair Dr. Pacoy called the
52 meeting to order with three (3) BAC members attended at 3:00 o'clock in the afternoon.
53 She also acknowledged the presence BAC Secretariat Members, TWG, Bidders and the
54 end-users.
55

56 **B. Reading of Minutes**
57

58 Dr. Pacoy read the minutes of the pre-procurement conference meeting for the
59 Completion of College of Education Building-4th Floor West Wing, USep, Obrero
60 Campus, Davao City. Dr. Mina moved for the approval of minutes and seconded by
61 Ms. Magandi.
62

63 **C. Business Matters**
64

65 BAC Vice Chair, Dr. Pacoy, informed the body that the BAC conducted the
66 pre-bid conference for the project with an Approved Budget for the Contract (ABC) of
67 Php 13,058,438.26 within Two Hundred Fifty (250) calendar days as project duration.
68 She said that the proposed project shall be completed on time by the winning bidder to
69 avoid negative slippage.
70

71 She emphasized the eligibility requirement and the ground rules that will govern
72 the procurement process and informed the bidders of the legal, technical, and financial
73 components of the contract to be bid.
74

75 She mentioned that this is also an opportunity for the prospective bidders to
76 request for clarifications about the bidding documents. However, it should be noted
77 that any statement made at the pre-bid conference would not modify the terms of the
78 bidding documents, unless such statement is specifically identified in writing as an
79 amendment of the documents and issued as a supplemental/bid bulletin. (IRR-A Section
80 22.4)
81

82 She also emphasized the importance of the presence of responsible and
83 knowledgeable officials attending the pre-bid conference and the persons who actually
84 formulated the scope of work, plans, and technical specifications for the project, and
85 among those representing the Procuring Entity. She also stressed that it is also important
86 that the prospective bidders are given ample time to review the bidding documents prior
87 to the pre-bid conference.
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91 The BAC Vice Chair highlighted & informed the prospective bidders that the checklist
92 can be found in the bidding documents that the bidder purchased;
93

94 All submitted documents, including copy 1 and 2 should be duly authenticated or
95 stamped as “Certified True Copy from the Original” by the company head
96 otherwise the bidder will be automatically disqualified. It would also be advisable if
97 the bidder will bring the original copies of the documents submitted;
98

99 She emphasized that any missing documents as required in the checklist is a ground
100 for rejection of the bid.
101

102 The eligibility requirements or checklist can be found in the bidding documents
103 that the bidder purchased;
104

105 For Class A Documents:
106

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

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

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

128 *The BAC will be using the non-discretionary “pass/fail” criteria in the*
129 *eligibility check/screening.* The bid should be accompanied with a bid security in the
130 following amount: if the bid security is in cash, cashier’s check/manager’s check, bank
131 draft/guarantee or irrevocable letter of credit, the amount should be 2% of the ABC or
132 in an equivalent amount of **PHP 261,168.77**. However, if the bid security is in the form
133 of a Surety Bond, it should be 5% of the ABC or in an equivalent amount of **PHP**
134 **652,921.91**

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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.

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.

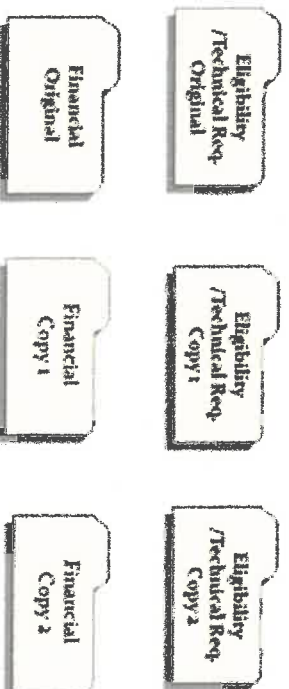
Sealing and Marking of Bids

The BAC Chair presented the following slides:

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CED Building-West Wing)

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/marking. The technical component should be separately fastened from the financial component.

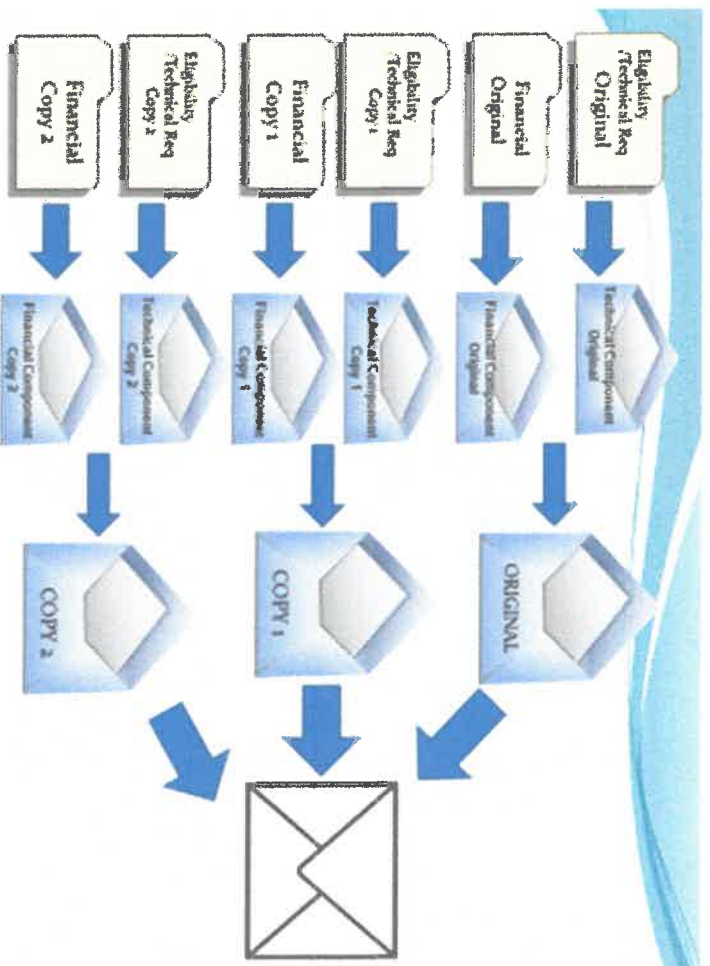


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The Vice BAC Chair mentioned that the folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT” and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should 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 05 December, 2019. Cut-off time will be at 3:00 p.m. and Opening of Bids shall immediately follow. The venue will be at the Dining Hall, University Hostel. Any bid submitted after the cut-off time shall be declared late and shall not be accepted.

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CED Building-West Wing)

D. Presentation:

Mr. Ablog representative from PDD presented the specifications of the project Completion of College of Education Building-4th Floor West Wing as follows:

Contractor's Qualifications:

KEY PERSONNEL REQUIREMENTS

Key Personnel	General Experience	Relevant Experience
Resident Engineer	Licensed Civil Engineer	3 Years
Construction Foreman	Vertical construction	3 Years
Safety Officer	Certification (OSHA)	1 Year
Materials Engineer	Certification (DPWH)	3 Years
Welders	NC II	2 Years
Electrician	NC II	2 Years
Plumber	Master Plumber	2 Years
Carpenter		1 Year

KEY PERSONNEL REQUIREMENTS

Key Personnel	Attachments
Resident Engineer	(S-FINR-44) ORGANIZATIONAL CHART
Construction Foreman	(S-FINR-45) LETTER CERTIFICATE TO PROCURING ENTTY
Safety Officer	(S-FINR-46) KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT
Materials Engineer	(S-FINR-47) BIODATA
Welders	(S-FINR-18A-2) LIST OF KEY PERSONNEL
Electrician	
Plumber	
Carpenter	

EQUIPMENT REQUIREMENTS

Equipment	Capacity	Number of Units
Welding Machine	Heavy Duty	1
Power Tools	Heavy Duty	1
Electric Drills	Heavy Duty	1
Paint Sprayer	Heavy Duty	1
Concrete Mixer	Heavy Duty	1
Dump Truck	Heavy Duty	1
Acetylene Oxygen	Heavy Duty	1

EQUIPMENT REQUIREMENTS

Equipment	Attachments
Welding Machine	(S-FINR-185-1) STATEMENT OF AVAILABILITY OF EQUIPMENT
Acetylene Oxygen	(S-FINR-185-2) LIST OF CONTRACTOR'S EQUIPMENT
Power Tools	Attached proof of ownership / lease contract/agreement
Electric Drills	(S-FINR-50) EQUIPMENT UTILIZATION SCHEDULE
Paint Sprayer	
Concrete Mixer	
Dump Truck	

OTHER TECHNICAL REQUIREMENTS

♦ The detailed cost estimates must reflect overhead contingency mark-up, profit and taxes.

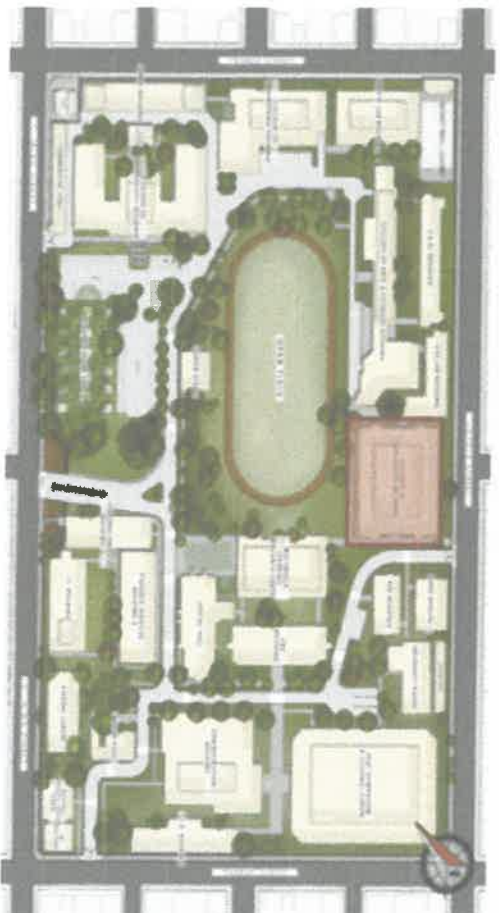
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CEI ♦

All ongoing and completed contracted projects (private and/or government) must be entered with details of contract amount, contract duration, date started, and target date of completion, location and attached with other supporting documents (NOA, NTP, Certificate of Completion and contracts).

OTHER TECHNICAL REQUIREMENTS

- ❖ Duly signed Construction Schedule and S-Curve Chart
 - ❖ Duly signed Manpower Schedule
 - ❖ Duly signed Construction Methods in Narrative form
 - ❖ Duly signed Construction Safety Certification
 - ❖ Duly signed Certification of Compliance with Labor Laws approved by DOLE
 - ❖ Affidavit of Undertaking stating that the Contractor is solely implementing the project.
- The Project** *(Not getting any approval of PCAs inverse to any personality)*



Building Status



Project Description

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298 The *Completion of College of Education – West Wing Fourth Floor* is the
 299 commencement of completing the fourth floor of CED building, providing additional
 300 classrooms and facilities.

301 The project aims to initially provide 6 lecture rooms, 1 office, and female
 302 comfort room, thus, includes and covers architectural finishes as well as plumbing and
 303 electrical works.
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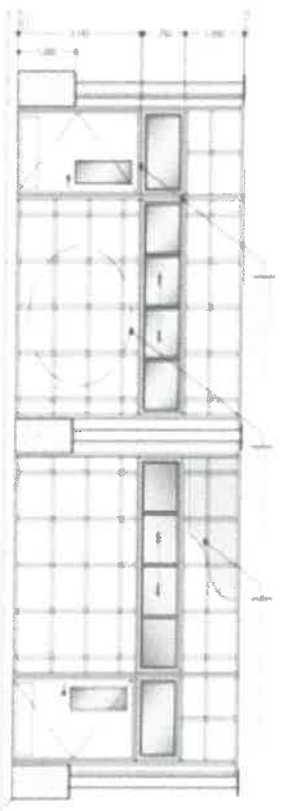
Scope of works:

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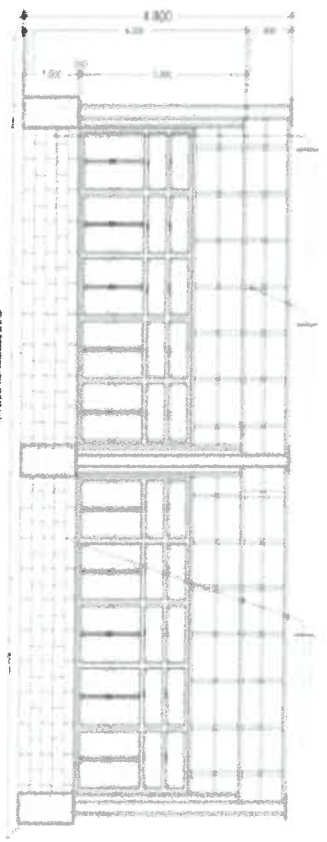
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| GENERAL REQUIREMENTS |
| <ul style="list-style-type: none"> ▶ Mobilization & Demobilization ▶ Construction Safety ▶ Procurement of Permits ▶ Temporary Fence and Safety Net ▶ Scaffolding and Formworks |
| SITE WORKS |
| <ul style="list-style-type: none"> ▶ Site Clearing & Demolition ▶ Concrete Casting |

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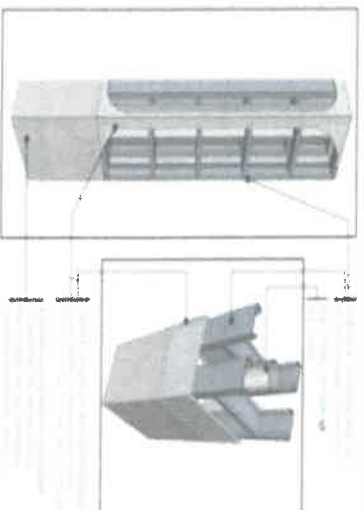
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| CARPENTRY WORKS |
| <ul style="list-style-type: none"> ▶ Drywall Partitions ▶ Ceiling Works ▶ Toilet Cubicle Partitions ▶ Toilet Storage and Pipe Chase Door |

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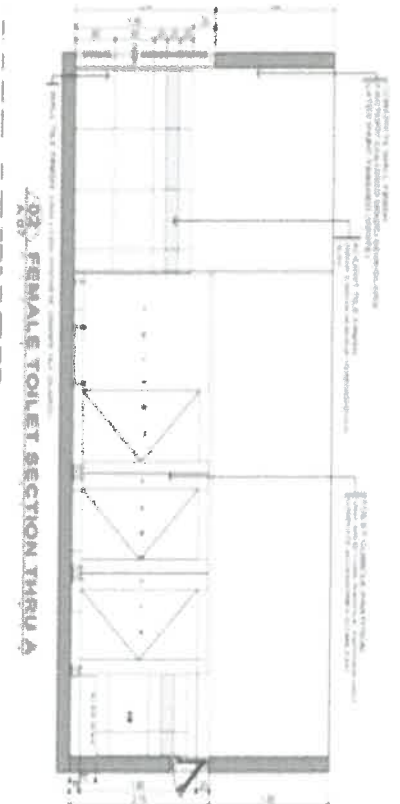
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| CARPENTRY WORKS |
| <ul style="list-style-type: none"> ▶ Drywall Partitions ▶ Ceiling Works ▶ Toilet Cubicle Partitions ▶ Toilet Storage and Pipe Chase Door |

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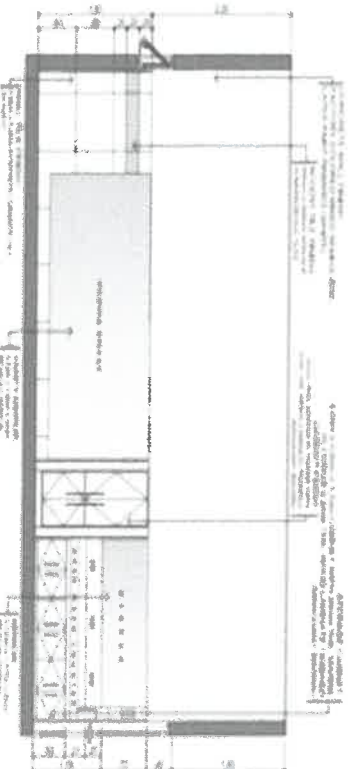
CARPENTRY WORKS

- ▶ Drywall Partitions
- ▶ Ceiling Works
- ▶ Toilet Outside Partitions
- ▶ Toilet Storage and Pipe
- ▶ Chase Door



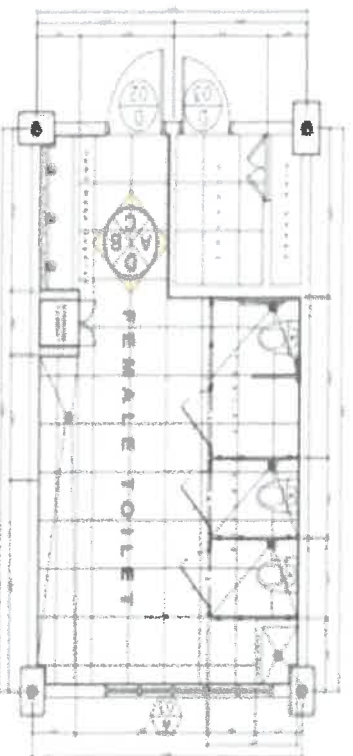
CARPENTRY WORKS

- ▶ Drywall Partitions
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- ▶ Chase Door



CARPENTRY WORKS

- ▶ Drywall Partitions
- ▶ Ceiling Works
- ▶ Toilet Outside Partitions
- ▶ Toilet Storage and Pipe
- ▶ Chase Door



MASONRY WORKS

- ▶ CHB Wall Partitions
- ▶ Slop Sink
- ▶ Counter Sink
- ▶ Covering of Scurpers
- ▶ Threshold Ramps
- ▶ Guard Rail

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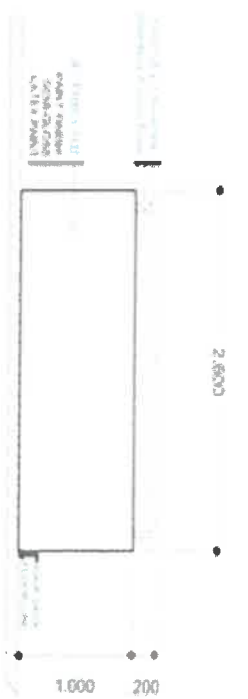
10 Pre-bid Conference 2019-08/Infra (Completion of CED Building-West Wing)



MASONRY WORKS

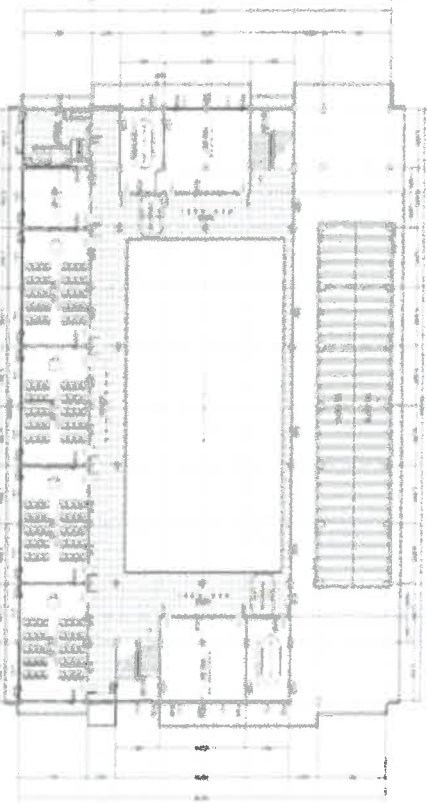
- ▶ CHS Vical Partitions
- ▶ Stop Sinc
- ▶ Counter Sinc
- ▶ Covering of Scuppers
- ▶ Threshold Ramps
- ▶ Guard Rail

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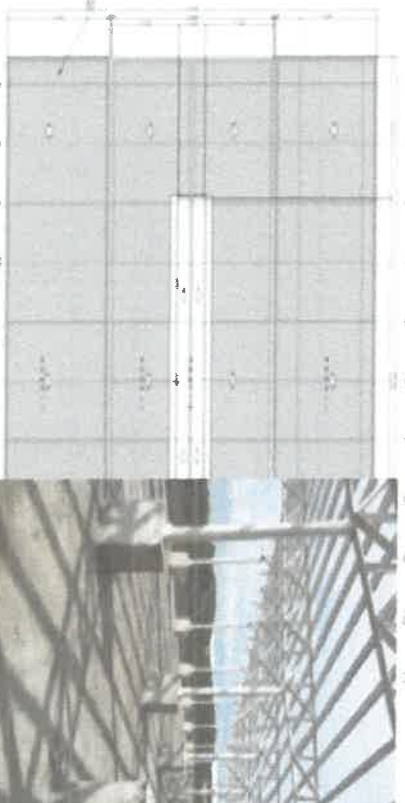
MASONRY WORKS

- ▶ CHS Vical Partitions
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- ▶ Covering of Scuppers
- ▶ Threshold Ramps
- ▶ Guard Rail



TILE WORKS

- ▶ Floor Tiles
- ▶ Vical Tiles & Stop Sinc Tiles

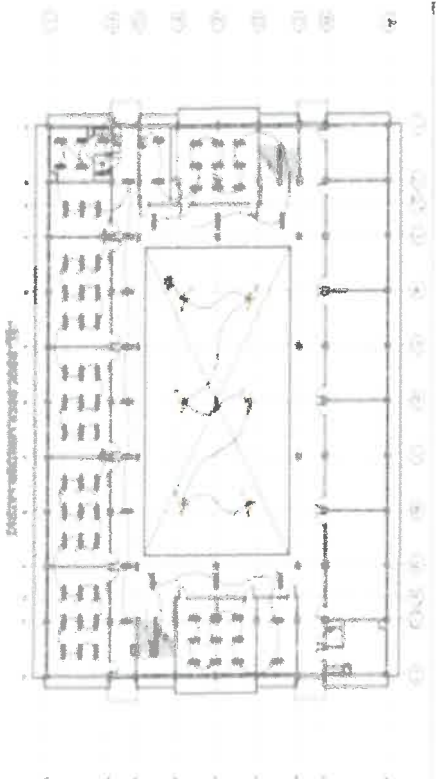


ROOFING & STEEL WORKS

- ▶ Roofing and P Braces
- ▶ Toilet Grab Bar
- ▶ Guard Rail



CED Building- West Wing)



- ▶ **ELECTRICAL WORKS**
- ▶ Electrical Fixtures
- ▶ Panel Board
- ▶ Conductors
- ▶ Raceways and Conduits

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- ▶ **PLUMBING WORKS**
- ▶ Plumbing Fixtures
- ▶ Plumbing Roughing
Installation
- ▶ **THERMAL AND
MOISTURE CONTROL**
- ▶ Waterproofing

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- ▶ **PAINTING WORKS**
- ▶ Interior and Exterior Walls
- ▶ **ARCHITECTURAL
FINISHES**

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- ▶ Doors and Windows
- ▶ Varnish Mirror
- ▶ Movable Wall Partitions

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CED Building-West Wing)

469 **E. Comments and Suggestions:**
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471 Engr. Camasura informed the prospective bidders that there will be a
472 pre-construction conference after the bidding process to regulate safety measures. Engr.
473 Arancon added that regarding with the key personnel, the contractor should include a
474 Master Electrician for the installation of electric components. Engr. Arancon also
475 reminded the bidders that during the construction of the building, the contractor should
476 submit to him a testing report for safety purposes & informed that whoever is the
477 winning bidder are advise to seek approval from the Committee for Electrical concerns
478 for the testing & commissioning of the electrical installation for the said project.
479

480 *Dr. Pacoy commented to check & review the Audited financial statements, stamped*
481 *“received “by the BIR or its duly accredited and authorized institutions for the*
482 *preceding calendar year which should not be earlier than two (2) years from the date*
483 *of submission, showing among others the total and current assets and liabilities. & she*
484 *informed the prospective bidders to fill-up correctly the SLCC standard form*
485 *& attached all the supporting documents needed.*
486

487 Representative from RCBAR Builder clarified with regard to the supporting documents
488 to be attached in the SLCC & it was answered by the BAC Vice Chair to follow of what
489 was required in the SLCC standard form.
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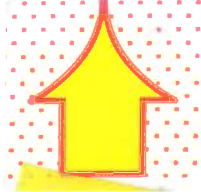
491 Engr. Arancon (TWG for Electrical) informed that whoever is the winning bidder
492 advised to seek approval from the Committee for Electrical concerns for the testing &
493 commissioning for the electrical installation for the said project.
494

495 Dr. Pacoy informed some significant reminders to the prospective bidders. She
496 emphasized that sub-contracting is not allowed. There are sanctions imposed to
497 contractors as an effect of termination of contract due to the contractor's fault. **Penalty**
498 **of suspension for one year (for first offense), from date of the Suspension**
499 **Order, from participating in the public bidding process or procurement**
500 **activities of the University.**
501

502 BAC Vice Chair Dr. Pacoy also informed the bidders that the bidding documents for
503 this project is now available at BAC office.
504

505 **F. Adjournment:**
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507 With no further instructions from the BAC and clarifications from the body, the Pre-
508 bid Conference was adjourned at 4:00 pm.
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514 Prepared by:

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OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


EDELIZA S. GONZALES
BAC Chair/Infra

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