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Republic of the Philippines
University of the Philippines Baguio
Governor Pack Road, Baguio City
(074) 446-9973
www.upb.edu.ph
bac.upbaguio@up.edu.ph

MINUTES OF PRE-BID CONFERENCE
17 February 2021

Present were:

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| VCA Jessica K. Cariño, BAC Chair (via Zoom) | Ar. Lloyd B. Asim, Architect |
| Prof. Santos Jose O. Dacanay III, Vice Chair | Engr. Isabelo O. Abing, Consultant |
| Prof. Jocelyn Rafanan, Member (via Zoom) | Engr. Marcelo Gonzales, Project Engineer |
| Ms. Gloria Q. Rodriguera | Engr. Anselmo T. Himmiwat, Project Engineer |
| Ms. Irene J. Enriquez, Head Secretariat | Engr. Renato Tandoc, Consultant |
| Ms. Segrid Yan A. Bucagan, Secretariat | |
| Mr. Jose Kym Alvaro, TWG | |
| Ms. Cecile G. Dangawen, TWG | |
| Ms. Ofelia O. Valencia, TWG | |
| Ms. Romelyn Fernandez, TWG | |
| Prof. Giovani Malapit, Observer | |
| Ms. Maxinne Guinto, COA | |
| Mr. Kevin Dion, CAD Construction (via zoom) | Ms. Marielle Yasis, MVCC |
| Mr. Adrian Alex Viray, ARV Construction (via zoom) | Ms. Alexa Montehermoso, MVCC |
| Mr. Gerrim Santos, Gacoscocs Construction | Mr. Ezra Larita, Solenko |
| Mr. Ariel Sarne, Gacoscocs Construction | |
| Mr. Marcelino Disu, Gacoscocs Construction | |

The Pre-Bid Conference for the Project: Completion of the UP Balay Internasyonal Phase IV (UPB-BID-2021-01) (2nd Re-Bid), held at the Chancellor’s Board Room, was called to order at 10:08 AM of 17 February 2021, and was presided by the BAC Vice Chairman, Dr. Santos Jose O. Dacanay III.

1. Business Matters

- Reference No. is UPB-BID-2020-01
- Approved Budget for the Contract is PhP 18,308,856.27;
- Funding source for the project is UP Baguio Reprogrammed funds;
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 9 February 2021;
- Duration of the Project is One Hundred Fifty (150) Calendar days;
- Ar. Lloyd B. Asim presented the design and technical component of the projects
 - Division 1: General Requirements includes the mobilization, safety provision, construction facility cost, Equipment and tools, Scaffoldings, and Cleaning and Waste Management cost
 - Division 2: Existing Conditions includes the excavation and disposal of bank volume, demolition of riprap, and Blocking of exposed pipe at dorm rooms plus repainting of wall.
 - Division 4: Masonry Works includes the enclosure of the electrical room located below the Balay Internasyonal
 - Division 5: Metal includes railings for the entrance building, balconies, and fire exit.

- Division 6: Woods and Plastics includes counter for the PWD room, reception counter, and timber works at the Atrium.
- Pressure Treated timbers are locally available.
- Division 8: Openings includes the installation of tempered glass for the enclosure of atrium, metal doors at the function rooms, and enclosure of the power substation.
- Division 9: Painting includes the painting of entrance buildings
- Railings will be a combination of tempered glass and aluminum
- Signages and way finding are only decals
- Elevator that will be installed should be 800kg Rated Capacity
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained
 - Valid PCAB license should be Small B, License Category C;
 - Bidders should indicate all their government and Private Construction Contracts including those awarded but not yet started. Bidders should declare all even if the amount is small. Non-disclosure of project may be ground for disqualification
 - The similar contract for the Statement of Single Largest Completed Contract which is similar to the contract should have the same major categories of work which are Architectural finishes, Elevator system, HVAC System, Plumbing works, Fire sprinkler and fire pump system, facility lighting protector, grounding and engine generators, and fire detection and alarm system
 - The Single Largest Contract must be at least Fifty percent (50%) of the ABC (Php 18,308,856.27) and should be supported with Contract, CPES rating sheets and/or Certificate of Completion, and Certificate of Acceptance.
 - Subcontracting is not allowed.
 - Key Personnel should have a minimum of Five (5) years general experience in Hotel/Condominium/General Building.
 - Bidders should submit two (2) copies of the first and second components of its Bid.
 - Partial bids are not allowed.
 - Minimum major equipment is stated in 10.4 of Section III: Bid data Sheet of the Philippine Bidding Documents for the Project;
- Checklist is part of the bidding documents. Prospective Bidders should use this checklist to ensure that all requirement are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 1 March 2021;
- Bid Documents can be paid directly at the Cash Office at the cost of Php 25,000.00 or can be deposited in UP Baguio accounts;
- All bids that will be received will be stamped with date and time of receipt. Late bids will not be accepted;
- Opening of Bids is 10:00 AM on 1 March 2021 at the Chancellor's Board Room;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Prospective bidders are advised to use the prescribed forms included in the Philippine Bidding Documents.

2. Noted comments/reactions from the BAC representatives and prospective bidders:

- The following were emphasized:
 - Reference brands are indicated in the Project Manual which will guide the prospective bidders in filling out their Bill of Quantities. The reference brands will be the basis of the Quality standards of the materials;
 - All of the pages of the financial proposal should be signed by duly authorized representative/s;
 - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
 - Non-submission of any documents prescribed in the checklist may lead to disqualification;
 - No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process;
 - If you have queries about the project, prospective bidders can e-mail at bac.upbaguio@up.edu.ph or call at (074) 446-9973 Ten (10) days before the Opening and Bids and the BAC will be responding not later than Seven (7) days before 1 March 2021;

- The Project Engineers and Architects of UP Baguio can accompany prospective bidders for site inspection.
- The following questions were raised by the prospective bidders:

Question	Answer
How many copies will we submit?	Two (2) copies, Original and Copy 1.
'Yung building po ba may existing wiring na from the sub-station?	Yes, there is.
Pwede po ba mag lagay ng field office and barracks sa loob ng building?	We can allow the lower flors of the building as long as it will be maintained and safety protocols will be strictly implemented
Is Security Officer mandatory?	Yes.

Prepared by:

Segrid Yan A. Bucagan
BAC Secretariat

Noted by:

VCA Jessica K. Cariño
BAC Chairman

The BAC Secretariat shall record the minutes of the pre-bid conference and shall be made available to all participants not later than Five (5) calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issued discussed and the corresponding responses to said issues.