

Contract Reference Number: UPB-BID-2019-021
Name of the Contract: Refurbishment and Completion of the UP Baguio Cultural Hub (Bulwagang Juan Luna) – Phase 2
Location of the Contract: University of the Philippines Baguio, Governor Pack Road, Baguio City

Standard Form Number: SF-INFR-32
Revised on: July 29, 2004

Republic of the Philippines
University of the Philippines Baguio
Governor Pack Road, Baguio City
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MINUTES OF PRE-BID CONFERENCE

Present were:

VCA Jessica K. Cariño, BAC Chair	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Ms. Rodolfo T. Suyat, TWG
Prof. Jocelyn Rafanan, Member	Ar. Aristotle J. Go, Architect
Prof. Arellano A. Colongon, Jr., Member	Ar. Krystal T. Jotic, Architect
Ms. Gloria Q. Rodriguera, Member	Engr. Isabelo O. Abing, Engineer
Ms. Irene J. Enriquez, Head Secretariat	Engr. Renato Tandoc, Engineer
Mr. Mar P. Viernes, Secretariat	Engr. Anselmo Himmiwat, Jr., Engineer
Ms. Segrid Yan A. Bucagan, Secretariat	Engr. Marcelo Gonzales, Engineer
Ms. Maribeth V. Zarate, Auditor	Engr. Eduard Estalilla, Observer

Melanie Rose P. Pascua, TJ Velasco Construction and Supply
John Paul A. Ildefonso, TJ Velasco Construction and Supply
Ricardo A. Lazona, TJ Velasco Construction and Supply
Rowel B. Asinas, TJ Velasco Construction and Supply
Angelyn V. Pring, Angel Gabriel Builders and Realty Corporation
Jess G. Abalos, Angel Gabriel Builders and Realty Corporation
Mark Anthony Baniqued, CAD Construction Corporation
Armanelo Toleid, IDI
Tracy M. Tupe, Traccor Builders
John Phillip Lamsis, APO General Construction
Charles Lamsis, APO General Construction
Maqie Fronda, RRCB Construction

The Pre-bid Conference for Refurbishment and Completion of the UP Baguio Cultural Hub (Bulwagang Juan Luna) – Phase 2, held at the Chancellor's Board Room, was called to order at 9:54 AM of 15 August 2019, and was presided by VCA Jessica K. Cariño.

1. Business Matters

- Pre-procurement conference was conducted last 2 August 2019;

- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 7 August 2019 until 27 August 2019;
- Approved Budget for the Contract is Php 100, 550, 050.38;
- Funding source for the project are Php 20,000,000.00 from GAA 2019 and Php 80, 550, 050.38 University of the Philippines;
- Bid Documents can be paid directly at the Cash Office at the cost of Php 50,000.00;
- Any bid that will exceed to the ABC will be outrightly disqualified;
- Project duration is Three Hundred Sixty Five (365) Calendar days;
- Submission of bids is 9:00 AM of 27 August 2019;
- 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 9:30 AM of 27 August 2019 at the Chancellor's Board Room;
- First bidding for this project was nullified. The scope of work, program of work and agency budget were modified to put everyone on equal footing;
- Major portion of the project is finishing works which include enclosure, and interior and exterior finishing;
- Checklist is part of the bidding documents. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 27 August 2019;
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained.
 - Single Largest Completed Contract should be at least 50% of the ABC
 - The Bid Security can be either Cash or Manager's Check which is 2% of the ABC, Surety Bond which is 5% of the ABC, and/or a notarized Bid Securing Declaration
 - The required key personnel should have at least 5 years' experience in General Building;
 - PCAB license is Medium A, License Category B
 - Soft copy of the Bill of Quantities contained in a flash drive or CD should be included in the original financial envelope;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted;
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid;
- Approval of the contract for this project, issuance of the Notice of Award, and Notice to Proceed will be elevated to the UP System and will be signed by the Executive Vice President of UP System;
- 15% Mobilization can be requested and is targeted for release before the year ends;
- Prospective Bidders should take into consideration in preparing their cash flow that certain materials will require a certain period of fabrication and

95 delivery. The 15% mobilization can be used in ordering these materials that
96 will take time to be delivered and fabricated;

- 97 • Architect Jotic presented the Architectural Plans of the project;
- 98 • Architect Go presented the Bill of Quantities of the project. The following
99 details are emphasized by Architect Go:
 - 100 ○ The technical team will be particular with regards the quality of
 - 101 materials and finishing works
 - 102 ○ The BOQ is arranged in an assembly basis
 - 103 ○ Finishing works have a higher labor unit cost, thus, every item in the
 - 104 BOQ will have a particular labor cost
 - 105 ○ For the structural retrofitting, we will be using angle bars from Level
 - 106 1 until the slab of Level 3
 - 107 ○ The technical team will be very particular about the welds and the
 - 108 materials that will be used for the structural retrofitting
 - 109 ○ The timber that will be used is Pressure Treated Timber (exterior)
 - 110 and Polarwood Treated Natural Sawn Timber (Interior), details are
 - 111 included in the drawings. These Timber products are not locally
 - 112 produced in the Philippines, but, there are various suppliers that can
 - 113 supply the said products
 - 114 ○ Structural Glazing tape with aluminum flat bar will be used to attach
 - 115 the glass to the timber structures, details are in the drawings
 - 116 ○ Subcontracting is allowed for specialty works like waterproofing,
 - 117 Glazing, Elevator, Painting, Air-Conditioning System, and Fire
 - 118 Detection and Alarm System (FDAS)
 - 119 ○ For the waterproofing, the rooftop will be waterproofed using
 - 120 Polyester Fleece with Liquid applied membrane and the other parts
 - 121 will be torch applied waterproofing
 - 122 ○ Glass doors are just the regular frameless glass
 - 123 ○ For the folding doors in the art gallery and main theater, the
 - 124 technical team will be very particular with the rating of the glass
 - 125 doors and the brand of the doors that will be installed
 - 126 ○ Exterior tiles should have R11 Rating
 - 127 ○ The exterior and interior walls, will be gypsum boards
 - 128 ○ Sanitary pipes are all series 1000
 - 129 ○ For Fire Suppression System, cPVC Pipes will be used
 - 130 ○ The fire pump will be an integrated fire pump
 - 131 ○ For the Thermal and moisture protection, it is 24kg/cu.m. An
 - 132 addendum will be issued for the additional specifications
 - 133 ○ Prospective Bidders should study the manual and plans carefully
 - 134 ○ The output we want from the winning bidder is for the winning
 - 135 bidder to be happy for the output that he made, it is clean and high
 - 136 quality work, and diligent workmanship.

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

- 139 • VCA Cariño emphasized the following:
 - 140 ○ In filling out the Bill of Quantities, bidders should check the Project
 - 141 Manual and Technical Specifications because the requirement for the
 - 142 Quality Standards will be based on the equivalent quality of the stated

brands that is required by UP Baguio. The brands indicated are just a reference brands for the quality of the materials. This will also help the bidders for the pricing of their bids;

- o The bidders should consider in their Financial proposal the accommodation rental of their workers outside the campus. UP Baguio is not allowing a workers' barracks inside the campus because of its limited space;
- o Standard percentage of withholding Vat is 5% per DPWH guidelines;
- o All of the pages of the financial proposal should be signed by duly authorized representative/s;
- o Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
- o If you have queries about the project, prospective bidders can e-mail at bac.upbaguio@up.edu.ph or call at (074) 446-9973 on or before 17 August 2019 and the BAC will be responding not later than 20 August 2019.

- The following questions were raised by the prospective bidders:

Question	Answer
Sa list of on-going contracts, to follow na 'yung mga attachments?	Yes, it will be submitted during the Post-Qualification period.
Ano 'yung ilalagay naming details sa SPA for Single Proprietorship?	The SPA is for the authorized representative of the owner.
For the annexes, Ilalagay ba sa envelope?	Yes, it is a part of the second envelope.
'Yung mga timber, Imported ba?	Yes.
Naka lagay ba 'yung mga specifications ng Timber?	Yes, it is stated in the BOQ and Project Manual.

Prepared by:


Segrid Van 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.