

Name of the Contract: Refurbishment and Completion of 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                | Ms. Maxinne Guinto, Auditor                            |
| Prof. Arellano A. Colongon, Jr., Member      | Ar. Aristotle Go, Designer                             |
| Ms. Gloria Q. Rodriguera, Member             | Engr. Isabelo O. Abing, General Engineering Consultant |
| Ms. Irene J. Enriquez, Head Secretariat      | Engr. Marcelo Gonzales, Project Engineer               |
| Ms. Segrid Yan A. Bucagan, Secretariat       | Engr. Anselmo T. Himmiwat, Jr., Project Engineer       |
| Mr. Mar P. Viernes, Secretariat              | Ar. Lloyd Asim, Designer                               |
| Ms. Jennifer Guimpol, Observer               | Mr. Isagani L. Bagus, Chief, SPMO, UP System           |
| Renato Estepa, Vision 3000                   |  |
| Rowell Mari D. Valerio, Vision 3000          |  |
| Martell John Garcia, Marcons Builder         |  |
| Mark Jones Garcia, Marcons Builder           |  |

The Pre-bid Conference for Refurbishment and Completion of UP Baguio Cultural Hub (Bulwagang Juan Luna)- Phase 2, held at the Chancellor’s Board Room, was called to order at 9:48 AM of 14 November 2019, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

**1. Business Matters**

- This a re-bid of an earlier Invitation to Bid which was declared failure of Bidding by the Bids and Awards Committee (BAC).
  - First posting was on 2 March 2019 and was declared null under BAC resolution 2019-023
  - Second Posting was on 7 August 2019 and was declared failure of bidding
  - Third posting was on 17 September 2019 and was also declared failure of bidding;
- Reference Number is UPB-BID-2019-028;
- Approved Budget for the Contract is PhP 100,550,050.38;
- Funding source for the project are from the following:
  - PhP 20,000,000.00 from GAA 2019
  - PhP 40,000,000.00 from Novotel Donation
  - PhP 30,000,000.00 from the UP System Reprogrammed Funds
  - PhP 10,550,050.38 from UP Baguio Reprogrammed Funds;
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 6 November 2019;
- PhilGEPS Reference No. 6619833;
- Duration of the Project is Three Hundred Sixty Five (365) Calendar days;
- Architect Go presented the Architectural Plans of the Project:
  - The general scope of work will consist of structural concrete, structural timber, FDAS, Elevator, Plumbing, and refurbishment of the existing structure

- It will involve the full rehabilitation and finishing of Bulwagang Juan Luna including painting of the whole structure with black, putting flooring for the cat walk, drainage, plumbing, initial wiring for communication, and lighting
- For the second floor, it will involve the whole refurbishment of the floor with Structural Retrofitting
- For the roof top, the technical team will be particular on the type of water proofing that will be installed
- Most of the materials are imported, but locally available;
- Technical and Financial Components of the Bid including the explanation of the different documents to be submitted by each bidder were presented and explained.
  - The basis of the checklist is Republic Act 9184
  - Valid PCAB license should be Medium A
  - If Joint Venture, bidders should have a special PCAB license for the project
  - Bidders should indicate ALL their ongoing contracts whether similar or not in nature in the List of ALL ongoing government and Private Construction Contracts including those awarded but not yet started (SF-INFR-15). Declare all even if the amount is small. Non-disclosure of project may be ground for disqualification. Notice of Award and/or Notice to Proceed and Contract, and Statement of Time Elapsed and Percentage of work accomplished for the projects declared will be submitted during post-qualification period
  - For Joint venture, the contractor that will be submitting the NFCC should be the contractor that will submit the List of all Ongoing & Private Construction contracts including contracts awarded but not yet started
  - The similar contract for the Statement of Single Largest Completed Contract which is similar to the contract to be bid (SF-INFR-16) is defined as:
    - Must have completed a building of at least Three (3) storeys
    - Must have Architectural interior fit-out/finishing which includes painting works, ceiling works, tiling works and others
    - Other related experience include contract with plumbing system, glazing system, air conditioning system, electrical system, fire sprinkler system and communication system
  - The Single Largest Contract must be at least Fifty percent (50%) of the ABC (PhP 100,550,050.38) and should be supported with Notice of Award and/or Notice to Proceed and Project Owner's Certificate of Final Acceptance or Constructors Performance Evaluation System which must be at least satisfactory. In case of contracts with private sector, an equivalent document shall be submitted
  - The Statement of Government and Private Construction Contracts Completed which are similar in nature to the contract to be bid will give the BAC an idea of the experience and track record of the bidder. The supporting documents will be submitted during post-qualification period. An addendum will be issued on this matter
  - Audited Financial Statement should be stamped by the Bureau of Internal Revenue
  - Bid Security
    - Bid Securing Declaration
    - Cash or Cashier's/Manager's Check or Bank Draft/Guarantee, 2% of the PhP 100,550,050.38 (PhP 2,011,001.01)
    - Surety Bond, 5% of the ABC (PhP 5,027,502.52)
  - If it is a Joint Venture, resolution should be signed by all the joint-venture partners
  - Bill of Quantities (BOQ) will be submitted in Hard and Soft Copy. The BOQ will not be revised in anyway. Adapt all the items indicated in the BOQ because modified BOQ cannot be accepted and is grounds for rejection of the bid
  - Detailed Estimates should include Summary Sheets;
- Bidders should study the Section II (Instruction to Bidders) of the Philippine Bidding Documents;
- 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 26 November 2019;
- Checklist for the needed Post-qualification documents should be prepared in advance. The lowest calculated bidder should submit these documents Five (5) days upon receipt of the notice;

- Bid Documents can be paid directly at the Cash Office at the cost of PhP 50,000.00;
  - Submission of Bids is 9:00 AM of 26 November 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 on 26 November 2019 at the Chancellor's Board Room;
  - The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted; and
  - Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid.
2. Noted comments/reactions from the BAC representatives and prospective bidders:
- VCA Cariño emphasized the following:
    - UP Baguio is not in favor of any contractor and is conducting a fair and transparent bidding process;
    - 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;
    - During Post-qualification, the Technical Working Group (TWG) will do a verification of the authenticity and validity of the documents submitted;
    - There will be an ocular inspection of the finished and on-going projects of the contractors;
    - Contractors should take note that negative slippage of more than fifteen percent (15%) for one project or ten percent (10%) for each of two or more projects is a basis of disqualification;
    - 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 needed, the BAC can schedule a clarificatory meeting three (3) days before opening of bids;
    - If you have queries about the project, prospective bidders can e-mail at [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) or call at (074) 446-9973 on or before 16 November 2019 and the BAC will be responding not later than Seven (7) days before 26 November 2019.

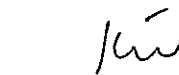
- The following questions were raised by the prospective bidders:

Question	Answer
We have participated in the previous bidding. Would you still require us to submit the documents that we have submitted before?	Yes. Please submit valid documents for this particular bidding.
Our PCAB license is Medium A, license category A. Is that okay?	Yes, it is okay.
Do we have to repurchase the bidding documents	The BAC will need to decide on that and will issue a bid bulletin on the matter.

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 issues discussed and the corresponding responses to said issues.