

Bids and Awards Committee
University of the Philippines Baguio
Governor Pack Road, Baguio City
01 February 2018
2:15 PM – 4:30 PM; VC's Conference Room

7 Present :
8 Presiding : VCA Jessica K. Cariño, Chair
9 Members : Prof. Joel M. Addawe, Vice Chair
10 Prof. Jocelyn R. Rafanan – Member
11 Ms. Gloria Q. Rodriguera, Member
12 Ms. Irene J. Enriquez, Secretariat
13 Ms. Cecile G. Dangawen, TWG
14 Mr. Rodolfo T. Suyat, Jr., TWG
15 Mr. Mar P. Viernes, Secretariat
16 Ms. Remy B. Ramos, Recording Secretary
17
18 Absent: Prof. Bienvenido C. Marzan, Member – on leave
19
20 Also Present: Engr. Dulawan
21 Engr. Chester Bagbagen – Observer
22 Engr. Estanilla – Private Observer
23
24 Prof. Erlinda C. Palaganas
25 Dra. Janette Delizo
26 Mr. Luisito Alimurung
27
28 Ms. Marie Theresa S. Alambra – Observer
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31 AGENDA: Pre-Bid Conference for the Upgrading and Modernization of Power
32 Supply of UP Baguio
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35 BAC Chair called the meeting to order at 2:15 PM.

36 BAC Chair mentioned that the main agenda for this meeting is the pre-bid conference for the Upgrading
37 and Modernization for the Power Supply of UP Baguio. This is actually the second time that we're
38 bidding this project. The first one was a failure and so we reviewed the agency estimate and
39 specifications for the project and this resulted in an increase in the agency estimate. The first time that we
40 bid this out was in October the budget was P8,932,697.02, and this time after review of our budget has
41 been increased to P10,272,192.75.

42 Engr. Dulawan will be the one discussing the technical aspect of the project. Let me just summarize there
43 will be two (2) prospective bidder but the other one is not present. The project has 2 components civil
44 work component which will improve our generator house, upgrade this and make it into power room,
45 distribution center of our power supply on campus. It will also include excavation because our power
46 project involves the use of underground cables from the power house to KA Science Research. That is
47 why it involves excavation as well but the description please take note this is very important we are
48 highlighting here that with specialty on electrical work. This is part of our description of the project
49 because when the committee will look deeper into the documents submitted by the prospective bidders,
50 we will be looking at the similar projects that have been undertaken in the past 3 years. So we must have
51 project similar in nature. In other words with specialty in electrical works. So if your experience has
52 been on civil works, roads, buildings or whatever for example that is not sufficient to qualify in this
53 project. We'd really like with specialty on electrical work. So what will happen is that if your project
54 have been building, roads, general construction, we will still be looking the details of the electrical
55 component of that projects. So when you submit your documents please highlight the aspects on
56 electrical work.

57 Actually this project involves the installation of the 3 phase power supply. So if you have that experience
58 so much the better. Our contract duration is 150 calendar days or 5 months. Calendar for this public
59 bidding project is as follows:

60 Today is pre-bid Feb. 1, 2018

61 Submission of bids will be on or before 1:30 on Feb. 13, 2018

63 We would like to remind the prospective bidders that we will strictly observe the deadline which is 1:30
64 p.m.

65 2:00 p.m of same day -- opening of bids, same venue.

66 During the opening of bids, we will be checking the presence or absence of the documents that need to be
67 submitted. At this time it will simply be presence and absence of documents. In other words it's non
68 discretionary, we will not be looking closely all the documents. This will happen during the post
69 qualification. So it's just an initial evaluation of the documents that will happen on Feb. 13 at 2:00 p.m.
70 and then we will look closer the documents as I said during post qualification which will happen
71 immediately after our public bidding. So what we will be looking is the validity of the documents you
72 have submitted as well as the experience that if we feel that that experience that you have had on
73 electrical works is sufficient for this project.

74 We hope to be able to award this project as early as February 20, because we already need this especially
75 for our new buildings that we have on campus.

76 The cost of our bid documents is P10,000.00. Maybe at this time I think you know already the location of
77 our generator. That's the area that is going to be developed and upgraded and from there, you will be
78 laying out the cables from that area going to KA Research Center and also coming this way to the
79 Auditorium.

80 Of course the bid documents you will include the specifications so please look very closely at the
81 specifications, you know the type of cables that we require, the switch board, the distribution panel that
82 we require for this project. Make a study for this because this is the basis of your bids. If you
83 underestimate any of the major components of this project of course that's your own look out. So maybe
84 we will listen to the description of the project.

85 Engr. Dulawan presented the scope of work to be done in the Modernization and Upgrading of power
86 supply project.

87 He presented the demolition plan which is the first work to do. Retrofitting of the existing posts.

88 In the roof plan, there's a deck. So change the roof to a deck.

89 Another is metal works. All sidings will be changed to metal louvers and the exhaust of the generator set.

90 The excavation of the trench will pass through the pathway going to the buildings of KA Research Center,
91 Galerya, Musco Kordilyera and entrance of the Library.

92 He also discussed the components of the switch board. The ATS is integrated and it's automatic, once
93 there's brown out it will automatically switch off.

94 Specification of the power cables was also mentioned.

95 Circuit breakers of KA is also included in the scope of work.

96 The generator set is as is. It will not be changed.

97 Supply and installation of switch board and the existing meter will be transferred.

98 And lay-out of lighting of power house.

99

100 Arch. Go further briefed the prospective bidders on the fabricating of materials especially the switch
101 board, including the referred brands of wires. He said that before they will fabricate the switch board, he
102 will be informed who are the suppliers of the bidders and he will talk to the supplier and see what
103 materials they would have and the quality of their work. The required equivalent brand of breakers must
104 be **sacci, moller** (spelling for verification) and the quality of wires must be the quality of phelps dodge.
105 For the louvers that will be used before any move we have to see all the materials. We will only accept
106 machine made louvers.

107 The following question was raised by one of the bidders together with the BAC's answer:

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Question:	BAC's Answer
1. Di ba last year nagawa yong cost estimate ninyo nadisqualify kami dahil sa costing ngayon pagpasok ng 2018 regarding excise tax ibig sabihin hindi naisama sa agency budget?	1. The BAC Chair replied that the cost estimate was adjusted just recently. The excise tax is included. Kasi binago na namin yong cost estimate since that time na nagbago ang price.
2. Kung sakaling sino sa amin ang manalo sa bidding pwedeng kunin namin ang supplier sa inyo?	2. No, we will not give to you because that means we are favoring a supplier. There is basis in the cost estimates if you use that as your canvassing.
3. Available ba dito sa Baguio yong mga materyales?	3. Yes, it's available in Baguio. You can purchase directly from the Hardwares.
4. Regarding in the experience in the electrical, how many percent of the job?	4. What we will consider is the complexity of the job. Because if the building is four storey then 200 kva only, it should be above 200 kva. In other words the single largest contract in terms of price at least 50% but what we will look in addition to the contract price is the complexity

<p>5. Regarding the PCAB sa experience kailangan bang specialty yong electrical?</p>	<p>electrical component of that project. The kva that we're saying depends on the complexity.</p>
<p>6. Kung hotel na 30 rooms na walang aircon di po rin papasok?</p>	<p>5. If you will note we did not put that as part of the license because we feel that only few can participate. It's okay for general construction but the experience that you have engaged in similar work. So even if the license is general, but the experience is sufficient for this project.</p> <p>6. Kung 30 rooms na walang aircon hindi rin papasok. Pero kung may aircon merong complexity, merong generator set, merong ATS or very similar doon sa gagawin natin. Hindi naman kailangang eksakto doon sa gagawing project. Kasi madalang yong ganitong kalaki volts. So considering na mga 200 kva yong sort of capacity ng system. Mas importante yong complexity of the system at maraming component. Kailangan meron kayong experience sa paglipat ng transformers at very high voltage.</p>
<p>7. Regarding the billing, di ba ang binabawas na tax sa amin ay 7%?</p>	<p>7. Ang basis pala natin dito because we have adopted DPWH guidelines is just 5% sa tax. So when you prepare your bid you peg at 5% VAT kasi yon ang ginamit namin.</p>

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110 If the prospective bidders have further questions, they just forward to Mar Viernes, OVCA in writing so
111 that we can also respond in writing.

112 BAC Chair emphasized to the prospective bidders to study very well the cost estimate of the bill of
113 materials so that their bid is realistic.

114 There being no other question with regards to the technical aspects, BAC Chair apprised the prospective
115 bidders with the requirements. She said that bidders should study very well the bid documents and the
116 checklist requirements so that their payment for the bid document will not be useless. Philgeps platinum
117 registration if non they can submit the documents listed like Registration Cert., etc. They should take
118 note of the date of the validity of their tax clearance.

119 Under the technical documents, BAC Chair emphasized that the bidder should have a statement of all
120 their on-going and completed projects so many of these will be general construction and to take note the
121 statement single largest completed contract similar to the contract to be bid. They should emphasize the
122 electrical aspect of the projects that they have completed. It has to be of a similar nature as our project
123 now. So mostly electrical and also the audited financial documents.

124 What is here in the form should your single largest completed contract that is similar in nature. There's a
125 form for that. So, it could be good if you can put further explanation on the nature of that project that you
126 are citing as similar in nature.

127 We will also be looking the duly signed organizational chart for the contract to be bid. Take note also
128 that the BAC will be looking to have an Electrical Engineer. Other documents has templates already so
129 they can use that templates like the sworn statement, SSLCC, use the attached templates which are in
130 your bid documents. Every page of your submission should be initialed or signed and if you are signing
131 in behalf of a business entity whether for single proprietorship or company, make sure that they have SPA
132 to sign on behalf of this business entity.

133 During the post qualification if we will inspect the projects that you have done, we will be looking into
134 that.

135 VCA Cariño clarified that since it's still early of the year, if their business permit is not yet updated as of
136 this meeting just show the receipt that their permit is in process.

137 13 Feb. 2018 – Opening of bids at 1:30 p.m.

138

139 OTHER MATTERS:

140 1. Purchase of UP Baguio Car
141 For the van, the body decided to remove the dimensions and add with reclining cap and seat in the 2nd and
142 3rd row and to include other preferred specifications.
143
144 For the multipurpose vehicle, the body decided to purchase a Mobillo for the service of the
145 Chancellor.
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Posting for the vehicles will be effective 2 February 2018. In case there are no prospective bidders, to change the specifications and make it cheaper. The color is silver gray as the choice of the Chancellor Rovillos.

2. For Small Value Projects: Concreting and relocation of electrical service at the entrance of the main pipes of old CAC building. The contract price for this project is P468,261.63 for 20 calendar days. Plano Builders is the lone bidder so it will be awarded to them. The work is concreting and relocation of the main pipes of the area close to the old CAC building so that water will flow and will not sink-in at the Darnay Demetillo Art Space. The big cost for this project is electrical component.

The bid of Plano Builders is P465,673.00 for 20 calendar days.

ACTION: The project was awarded to Plano Builders.

3. Annual Physical Examination

There were three (3) prospective bidders who submitted their offer. They are Hi-Precision Diagnostics, Benguet Corp. Laboratories, Inc. and Metro Baguio Laboratories. Based on the submitted Abstract of Quotations, Metro Baguio Laboratories is the lowest bidder.

BAC Chair mentioned that Clinic forwarded a letter stating that they prefer a Baguio based and added a specifications that they should have a physical based where the equipment are present. Because of that specifications that they put, BAC Chair recommended to appoint TWG from them so that they will be the one to inspect the facilities.

Prof. Palaganas and Dr. Delizo were present and they were requested to go to inspect the facilities of the prospective bidders. They are going to be appointed members of the TWG to take charge in evaluating especially the major equipment necessary for examination should be found in their facility and in proper condition. So they were requested to go and be the ones to evaluate and submit their recommendations to the BAC. Their basis will start from the lowest and if something they find out that is not acceptable or what, they have to put in writing why they cannot accept the offer.

The special examinations such as pelvic ultrasound, abdominal ultrasound and Pap's Svmear is much cheaper when done in their laboratory. So everyone who would like to avail of the special examinations are encouraged to go to the laboratory anyway the location is near. Clinic personnel to encourage all to avail of the basic examinations.

4. Venue for Graduation

Prof. Rafanan mentioned that the venue would be at CAP, Camp John amounting P130,000.00. Included in this rate is the ten (10) rooms accommodation for our guests. This will be posted in the PhilGEPS including the specifications preferred by the BAC. The Baguio Convention Center is under renovation and there is no other venue suited to the requirements needed.

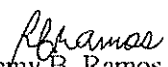
5. Various BAC Resolutions that is for signature of the members.

6. Regarding POs last year

Ms. Enriquez informed that many POs were not processed and will not be served this year because the prices of the items in the POs increased. Finance offices were advised to do what is the best thing to do for those POs.

The meeting adjourned at 4:30 p.m.

Prepared by:


Remy B. Ramos
Recorder

Noted by:


Jessica K. Cariño
VCA / BAC Chair