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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. Krystal T. Jotic
Ms. Gloria Q. Rodriguera, Member	Engr. Isabelo O. Abing
Ms. Irene J. Enriquez, Head Secretariat	Engr. Marcelo Gonzales
Ms. Segrid Yan A. Bucagan, Secretariat	Engr. Anselmo T. Himmiwat, Jr.
Mr. Mar P. Viernes, Secretariat	
Ar. Roel Frayna, Great Zone/MVCC	
Engr. Amir Amilasan, Great Zone/MVCC	
Engr. Jordan Fernandez, JOMA Builders	
Engr. Charles Lamsis, JOMA Builders	
Ar. Maqie Fronda, JOMA Builders	
Engr. Pasmel T. Mejia, Accuracy Builders Enterprises	
Mr. John Ralph Daz, GT-Istruktura Corporation	
Mr. Armanelo Tolemtina, Hexamind Construction	
Engr. Oriel Baloran, MJLAC	
Ms. Mitzzy Dela Cruz, Marcons Builder	
Mr. Mark Garcia, Marcons Builder	
Mr. Cesar Paet, 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 9:38 AM of 25 September 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);
- Reference Number is UPB-BID-2019-025;
- 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 Budiness District, and at the UP Baguio website on 7 September 2019;
- PhilGEPS Reference No. 647005;
- The major scope of work of this project is High level of Finishing;
- Duration of the Project is Three Hundred Sixty Five (365) Calendar days;
- The BAC is looking for a contractor that has experience in finishing a building;


- Architect Jotic presented the Architectural Plans of the Project:
 - Structure 2, Level 1: rehabilitation of the old structure
 - There will be an additional concrete topping in Level 2 and 3
 - In Level 1, there will be an excavation to give space to a walk way/access to the Museo Kordilyera
 - In Level 1, floor will be finished by polished concrete
 - In Level 2, Finishing will be timber
 - The theater is located at Level 3
 - The finishing of the interior of the theater will be Timber slats
 - Control room and storage area will be at Level 5
 - Level 6 will be finished with Artificial turf and timber decking
 - Structural Glazing tape with aluminum flat bar will be used to attach the glass to the Timber structures
 - The structural framing of the elevator shaft will be steel
 - Waterproofing works will be at the Roof deck and toilets
 - Level 3 is air-conditioned and can be naturally ventilated;
- 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 Medium A and License Category B
 - 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
 - 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
 - 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. Quantities and Items in the BOQ must not be changed or altered
 - 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 requirement are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 7 October 2019;
- 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 7 October 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 7 October 2019 at the Chancellor’s Board Room;
- 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;

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

- VCA Cariño emphasized the following:
 - 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.upbagueio@up.edu.ph or call at (074) 446-9973 on or before 27 September 2019 and the BAC will be responding not later than Seven (7) days before 7 October 2019.
- The following questions were raised by the prospective bidders:

Question	Answer
Lahat ba ng materials, locally available?	Not all specially the timber framing. Some items are not manufactured locally but there are suppliers that imports these materials.

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.