



Minutes of the Pre-Bid Conference for the Early Procurement Activity (EPA) of the Construction of Academic Building III – Design and Build

Date: December 3, 2020

Time: 2:00-3:45 PM

Venue: Ground Floor of the PSHS-ZRC Dormitory Building II

Attendance:

Bids and Awards Committee:

1. Rryam A. Jaralve – Chair
2. Bernard O. Callao – Member
3. Robinson S. Luzon – Vice-Chair (*via Google Meet*)
4. Gil M. Darcera – Member (*via Google Meet*)

Technical Working Group for the Procurement of Infrastructure Projects:

1. Angelie M. Moroscallo – Chair
2. June Carlo F. Reyes – Member
3. Resident Civil Engineers
 - a. Clyde C. Padoa - Member
 - b. Sharon T. Paraguya – Member
 - c. Antonio Escabarte, Jr. - Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Head
2. Danny A. Sulit – Member

Requesting Unit:

1. Milo s. Saldon – FAD Chief

Prospective Bidder/s:

1. JH Pameron Construction and Enterprises, Inc.
 - a. Alvin Rey Octubre
 - b. Jeffrey S. Pameron
2. Concha Construction Corporation
 - a. Jean S. Cielo
3. Furacon Builders, Inc. (*via Google Meet*)
 - a. Bertram Bandejo
 - b. John Paul Sabaway
 - c. Noel Alima
 - d. Analyn Castro

I – Call to Order

With four BAC members present at the start of the meeting, the Pre-Bid Conference was called to order. The BAC Chair then acknowledged the members of the BAC, BAC Secretariat, the TWG and the representatives of the prospective bidders, including those attending the meeting virtually via the platform Google Meet.

Upon questioning of the BAC Chair, it was learned that the principal place of business of the prospective bidders are:

1. JH Pameron Construction and Enterprises, Inc. – Pagadian City
2. Concha Construction Corporation – Dipolog City
3. Furacon Builders, Inc. – Pangasinan

II – Discussion of the Project’s Invitation to Bid, Scope of Works, et. al.

The BAC Chair started discussing the salient points for the Early Procurement Activity (EPA) for the Construction of Academic Building III – Design and Build.

1. That the project’s Approved Budget for the Contract (ABC) as per FY 2021 National Expenditure Program (NEP) is **FORTY-FIVE MILLION PESOS (₱45,000,000.00)**;
2. That the target completion of the works for the project is 410 calendar days that shall commence after the issuance of the Notice to Proceed (NTP);
3. That bidders should have completed a contract similar to the Project;
4. That bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the “Government Procurement Reform Act;”
5. That prospective bidders who shall participate in the bidding process shall pay a non-refundable fee of Twenty-Five Thousand Pesos (Php25,000.00) for the bidding documents;
6. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 2:00 p.m. of December 15, 2020. Late bids shall not be accepted.
7. That the date, time, and venue for the submission of bids and opening of bids thereafter, will be on December 15, 2020, 2:00PM., Ground Floor of the Dormitory Building II;
8. That PSHS-ZRC (BAC) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders;
9. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team, Ms. Sherl Dianne S. Estoque;
10. That the project shall utilize the Design and Build Scheme;
11. That a maximum of 3% of the ABC shall be allocated for the design, and the balance is for the construction cost;
12. That the following shall be the project’s Conceptual Design:
 - a. The building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP 344), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations;
 - b. The building is to be oriented based on the approved PSHS-ZRC Master Plan;
 - c. The proposed Academic Building III shall be a 3-storey building with basement. The building area shall be 17 meters wide and 35 meters long, and shall follow the approved design and aesthetics of Academic Building I but shall incorporate revisions as specified in the Scope of Work;
13. That the building shall have the minimum standards and corresponding dimensions as discussed in the project’s Scope of Works (cf Scope of Works);
14. That the eligibility and technical documents to be submitted by a participating bidder upon bid submission are the following:
 - a. PhilGEPs Certificate of Registration and Membership (Platinum);
 - b. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - c. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;

- d. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
 - e. Statement of all ongoing, completed, awarded but not yet started design/design and build related contracts within ten (10) years from the submission of bids;
 - f. Single Largest Completed Contracts (SLCCs) similar to the project to be bid that must be at least fifty percent (50%) of the ABC to be bid (in a joint venture/consortia, one should have at least one similar project, both in design and construction, with at least 50% of the cost)
 - i. SLCC must be supported by any of the following documents:
 - 1. Owner's Certificate of Final Acceptance issued by the project owner other than the contractor;
 - 2. Final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). *In case of contracts with the private sector, an equivalent document shall be submitted;*
 - g. PCAB licenses and registration for the type and cost of the contract for this project (Medium A; License Category C&D);
 - h. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
 - i. NFCC computation

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.}$$
 - j. Joint Venture Agreement, if applicable;
 - k. Special PCAB license in case of a Joint Venture;
 - l. Bid Security (in any form):
 - i. Bid Securing Declaration;
 - ii. The amount of not less than Nine Hundred Thousand Pesos (P 900,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; Schematic documents;
 - iii. The amount of not less than Two Million Two Hundred Fifty Pesos (P 2,250,000.00), if bid security is in Surety Bond;
 - m. Design and Construction Methods;
 - n. Value Engineering Analysis;
 - o. Organizational Chart;
 - p. List of Contractor's Personnel with complete qualification and experience data (with valid licenses issued by the PRC for design professionals);
 - q. List of Contractor's Equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
 - r. Omnibus Sworn Statement;
15. That the financial documents to be submitted by a participating bidder upon bid submission are the following:
- a. Financial Bid Form;
 - b. Bill of Quantities;
 - c. Detailed Cost Estimates;
 - d. Summary Sheet indicating the unit prices of materials, labor rates and equipment rental;

- e. Payment schedule;
16. That three (3) sets of documents (i.e., one (1) original and two (2) photocopies) – each containing the eligibility and technical documents (Envelope 1) and the financial documents (Envelope 2) – shall be submitted. The documents should be hard-bound or soft-bound or ring-bound;
 17. That the key professionals which should have at least five (5) years relevant experience to the job are the following:
 - a. Design Personnel
 - i. Design Architect;
 - ii. Structural Engineer;
 - iii. Electrical Engineer;
 - iv. Electronics Engineer;
 - v. Mechanical Engineer;
 - vi. Master Plumber;
 - b. Construction Personnel
 - i. Project Manager;
 - ii. Project Engineer/Architect;
 - iii. Materials Engineer;
 - iv. Electrical Engineer;
 - v. Electronics Engineer;
 - vi. Master Plumber;
 - vii. Foreman;
 - viii. Safety Officer (must be an accredited safety practitioner by the Department of Labor and Employment (DOLE) and should have undergone the prescribed 40-hour Construction Safety and Health Training (COSH);
 18. That the prospective bidder's design and construction personnel should have updated licenses in their respective fields of work. In the event that the Lowest Calculated Bidder's personnel's licenses are about to expire, they should then be able to present a proof of license renewal during the post-qualification stage;
 19. That additional specifications and/or modifications of the project not stated in the published Scope of Works shall be announced in a Supplemental/Bid Bulletin/s to be issued, if any;
 20. That partial bid is not allowed since the infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award;
 21. That subcontracting is not allowed;
 22. That bids will be valid for 120 days from the date of the opening of bids;
 23. That the bid security shall also be valid for a period of 120 days from the date of the opening of bids;
 24. That each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. The first envelope shall contain the Eligibility and Technical Documents while the second envelope shall contain Financial Documents;
 25. That partial bid is not allowed since the infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award;
 26. That since the project is an Early Procurement Activity, the Guidelines on the Implementation of Early Procurement Activities (EPA) shall be followed pursuant to GPPB Circular 06-2019 which include:
 - a. rules and procedure of EPA;
 - b. fixed price in procurement;

- c. extension of bid validity and security (which may be beyond 120 calendar days);
- d. validity of the eligibility requirements prior to the award of contract (the bidder to be recommended award of contract by the BAC upon the turn of FY 2021 should have updated documents, e.g., Mayor's Permit, et.al.);
- e. conditions of award;
- f. date of earliest delivery.

III – Queries and Concerns

The following are the queries and concerns raised regarding the project:

1. A representative of prospective bidder Furacon Builders, Inc. asked why an online/electronic submission and receipt of bids is not allowed. The BAC Chair retorted that the BAC has an existing decision through a resolution not to allow such methodology since as per GPPB Resolution No. 09-2020, “[t]he BAC shall decide whether to allow the online or electronic submission and receipt of bids based on the PE’s procurement needs and capabilities.”

Since there were no other matters discussed, the Pre-Bid Conference for the Early Procurement Activity (EPA) for the Construction of Academic Building III – Design and Build was then adjourned at 3:45 PM.

As recorded by:

RRYAM A. JARALVE
BAC Chair

DANNY A. SULIT
BAC Sec Member

SHERL DIANNE S. ESTOQUE
BAC Sec Head

We concur:

ROBINSON S. LUZON
BAC Vice-Chair

JUNIE ROV A. ENERO
BAC Member

GIL M. DARCIERA
BAC Member

BERNARD O. CALLAO
BAC Member