

PITC

Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE  
CONSTRUCTION OF UP NEW CLARK CITY – PHASE 1 FOR THE  
UNIVERSITY OF THE PHILIPPINES  
Bid Ref. No. GPG-B2-2019-097  
5<sup>th</sup> Floor Conference Room, PITC – HO, NDC Building  
19 November 2019; 2:00 pm

There having a quorum, BAC II Chair convened the pre-bid conference to order at 2:10 pm.

In attendance are:

FOR PITC BAC II	FOR PROPONENT – UP-NEW CLARK CITY
Christabelle P. Ebriega, Chair	Ar. Vincent Jamir
Myra Chitella T. Alvarez, Member	Ar. Clarence Atanacio
Joel S. Rodriguez, Member	Engr. Brian Rabe
Atty. Mitzell Arthur R. Magdaong, Alternate Member	IDr. Jessica Ramirez
Vivian E. Monsanto, Alternate Member	Kevin Patricio
PITC BAC II – TWG/Secretariat (pls. see attached attendance sheet)	Leonel Enriquez
PITC – Proponent GPG Erika April Guycoa	<b>Bidders who have not yet bought Bidding Documents</b>  <b>1. S.M Castro Management &amp; Construction Services</b> <b>2. C.T Consigna Constriction Corp.</b> <b>3. Pacific Summit Construction Group, Inc.</b> <b>4. Avecs Corporation</b> <b>5. Mariñas &amp; Co. Builders, Inc.</b>

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. She introduced the BAC II Members and the End-Users from UP-Diliman.
- Chair discussed the items in the Invitation to Bid, which include among others the following:
  - To be able to participate in this procurement project, they should have should have completed one (1) single contract similar to the Project amounting to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index.
  - “Similar contract” shall refer to contracts involving construction of offices/buildings.
  - The Chair explained that the first part of the Bidding Documents is the Instructions to Bidders, which bidder may review at their own free time. The BAC will discuss the documents which Bidders need to submit on the scheduled Bid Opening.
- Chair discussed the two envelope system wherein **Envelope 1** will contain the eligibility and technical ill documents and **Envelope 2** will contain the financial documents. BAC Chair emphasized that all documents must be in three (3) sets (Original, duplicate & triplicate). The three (3) sets of each documents must be placed in a single envelope, labeled as Eligibility & Technical (Envelope 1) and Financial Documents (Envelope 2). These envelopes shall be placed in a master envelope, which will be sealed and marked in accordance with the instructions stated in the Bidding Documents. TWG showed a sample of a properly labeled bid documents.

- Chair discussed the required Documents, as follows:

#### ELIGIBILITY DOCUMENTS

Eligibility Requirements	Chair's instructions
Registration Certificate from the Securities & Exchange Commission (SEC) for corporations, or from Department of Trade & Industry (DTI) for sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;	
Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas. In case of recently expired Mayor's/Business Permit, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement.	Bidder must submit 2019 Mayor's Permit.
Valid & Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018.	<p>Chair informed Bidder that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidder to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Copy of each of the following Audited Financial Statements for 2018 and 2017 (in comparative format or separate reports): <ul style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet (Statement of Financial Position); and</li> <li>c) Income Statement (Statement of Comprehensive Income)</li> </ul>	All documents must have stamped "received" by the BIR or its duly authorized and accredited institutions.
OR Submission of valid & current PhilGEPs Certificate of Registration & Membership (Platinum Registration), together with Annex A in lieu of items (i), (ii), (iii) and (iv).	If a Bidder opts to submit PhilGEPs Certificate of Platinum Registration, they must ensure that all documents are updated/current. Otherwise, bidder has to attach the updated documents.
Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not in nature & complexity to the contract to be bid (Annex I).	Bidder to follow the format in Annex I. Bidder may use additional sheet/s but ensure that the authorized representative signs at the bottom of each page.
Statement Single Largest Completed Contract similar to the contract to be bid equivalent to at least fifty percent (50%) of the total ABC of the project (Annex I-A)  "Similar contract" shall refer to contracts involving construction of offices/buildings.	<ul style="list-style-type: none"> <li>- Bidder to follow the form provided.</li> <li>- Bidder to attach any of the following documents which correspond to the listed Single largest completed contracts per Annex I-A: <ul style="list-style-type: none"> <li>a) Constructor's Performance Evaluation System (CPES)-Final Rating which must be Satisfactory; OR</li> <li>b) Owner's Certificate of Acceptance; OR</li> <li>c) Owner's Certificate of Completion</li> </ul> </li> </ul> <p>Chair emphasized that if the form has no attachment, the submission will be declared as "failed".</p>

Valid and current Philippine Contractors Accreditation Board (PCAB) License with Classification/Category in General Building/General Engineering with Minimum License Category of "A" and Minimum Size Range "Medium B."	<ul style="list-style-type: none"> <li>• The PCAB License must indicate "PCAB registered contractor for Government Projects"</li> <li>• Bidder must ensure that PCAB license is signed by the owner/authorized officer of their company.</li> </ul>
Duly signed Certificate of Net Financial Contracting Capacity (NFCC) (Annex II) in accordance with ITB Clause 5.5	<ul style="list-style-type: none"> <li>• The Bidder to use the form provided</li> <li>• Chair mentioned that the Formula for the NFCC is already provided.</li> <li>• Chair emphasized that the NFCC should be equal to or higher than the ABC.</li> <li>• The form must be signed by the authorized representative.</li> </ul>
<b>Annex III</b> Class "B" Document: (For Joint Venture)	Since Bidders will not enter into a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in page 35-37.

**TECHNICAL DOCUMENTS**

<b>Technical Requirements</b>	<b>Chair's Instructions</b>
Bid Security in any of the following forms: (a) Bid Securing Declaration per Annex III; (b) Cash or Cashier's or Manager's Check equivalent to at least 2% of the ABC (c) Bank Guarantee/ Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR (d) Surety Bond	<ul style="list-style-type: none"> <li>- The Bidder may scan the template (Annex III) in their letter head to ensure that all data are captured. Use the form in the bidding documents, do not use old form nor forms from other government biddings</li> <li>- The Cashier's/Manager's Check shall be issued by a local Universal or Commercial Bank</li> <li>- The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank; or</li> <li>- Should bidders opt to submit a Surety Bond as Bid Security, they must take note of the following: (1) the surety bond must specify the 14 grounds for forfeiture of bid security as stated in Section II, ITC Clause 18.5; (2) The bond must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond (3) Bidders must submit together with the surety bond a copy of a valid Certification from Insurance Commission which must state that the surety or insurance company is specifically authorized to issue surety bonds; and (4) the bond must be callable upon demand.</li> </ul>
Technical Bid Form (Annex IV)	<ul style="list-style-type: none"> <li>• Chair stressed that the Bidder has to use the form in the Bidding Documents. They were advised not to re-type the form.</li> <li>• Bidder to write "comply" on each line item</li> <li>• Authorized representative to sign all pages of the technical bid form.</li> </ul>
Terms of Reference – For reference only (Annex IV-A)	<ul style="list-style-type: none"> <li>• Bidders to fill out the conforme portion on all pages.</li> </ul>
Notarized Affidavit of Undertaking for the Technical Plans as contained in the CD (Annex IV-B)	<ul style="list-style-type: none"> <li>• A form is provided for as Annex IV-B;</li> <li>• To transpose the form in Bidder's Company Letterhead;</li> <li>• Fill all the required information called for;</li> <li>• Signed by the Bidder's Authorized Representative</li> </ul>
Project Requirements, which shall include the following: 1) Organizational Chart for the contract to be bid.	

- 2) List of contractor's personnel to be assigned to the contract to be bid, with their complete qualification and experience. Please use template of Bio-Data per Annex V;
- a. **Project Manager**
    - Licensed Civil Engineer or Architect;
    - With at least ten (10) years professional experience in the construction industry; and
    - Shall render full time services for this Project until its completion and turn-over, as required by the contract.
  - b. **General Foreman**
    - At least High School graduate;
    - With at least five (5) years of experience as foreman in construction industry; and
    - Shall render full-time services for this Project until its completion and turn-over.
  - c. **Project Architect**
    - Licensed Architect;
    - With at least five (5) years professional experience in the construction industry; and,
    - Shall render services for this Project until its completion and turn-over, as required by the contract
  - d. **Project Electrical Engineer**
    - Licensed Professional Electrical Engineer;
    - With at least five (5) years professional experience in the construction industry; and,
    - Shall render services for this Project until its completion and turn-over, as required by the contract.
  - e. **Project Mechanical Engineer**
    - Licensed Professional Mechanical Engineer;
    - With at least five (5) years professional experience in the construction industry, and
    - Shall render services for this Project until its completion and turn-over, as required by the contract.
  - f. **Project Sanitary Engineer/Master Plumber**
    - Licensed Sanitary Engineer/Master Plumber;
    - With at least five (5) years professional experience in the construction industry, and
    - Shall render services for this Project until its completion and turn-over, as required by the contract
  - g. **Project Geodetic Engineer**
    - Licensed Geodetic Engineer;
    - With at least five (5) years of experience in construction supervision; and
    - Shall render services for this Project until its completion and turn-over, as required by the contract
  - h. **Materials Engineer**
    - Licensed Civil Engineer;
    - Duly accredited by the Department of Public Works and Highways (DPWH);
    - With at least three (3) years of experience in materials and quality control aspects; and
    - Shall render services for this Project until its completion and turn-over, as required by the contract
  - i. **Registered Nurse**

- Licensed Nurse
- With at least two (2) years of experience in construction industry;
- A Nurse shall be available 24/7
- J. Occupational Safety and Health Practitioner**
- Duly accredited Occupational Safety and Health Practitioner by the Department of Labor and Employment;
- Shall have at least three (3) years of experience in the construction industry; and,
- Shall render full-time services for this Project until its completion and turn-over
- k. Other Key Personnel** as required by the existing government law and department orders applicable- Personnel with multiple expertise and qualifications with at most three (3) different positions mentioned above are allowed as long as he/she can provide the necessary documentation in support of his/her qualifications such as appropriate licenses, certificate of training, accreditation, and the like should be submitted separately for each position.

**Notes:**

- Designation of key personnel to more than one of the above stated fields/professions is not allowed
  - The Contractor may assign other support personnel from those listed, for the optimal performance of the Project Construction Team. The support personnel shall undertake the required day-to-day site or office-related activities of the Contractor
  - Full-time services mean the personnel involved shall render minimum of 8 hours a day or 40 hours a week and shall be available upon request by the Project Owner.
- 3) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership and/or certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
- Required Equipment:**
- a) Backhoe
  - b) At least two (2) Pay Loader
  - c) Dump Truck
  - d) Road Grader
  - e) At least two (2) Compactor / Pneumatic Roller
  - f) Mobile Crane
  - g) Concrete Mixer
  - h) Concrete Vibrator
  - i) for i) Power Trowel
- 4) Additional documents to include:
- a) Construction Methods
  - b) Construction Schedule (In S-Curve and PERT/CPM)
  - c) Manpower Schedule (In Gantt Chart or any format)

d) Equipment Utilization Schedule (In Gantt Chart or any format)	
Duly Signed and Notarized Affidavit of Site Inspection (Annex VI)	Contact Person: Angela Dapilaga Project Site: New Clark City, Capas Tarlac Contact No.: 8981 8500 local 3195 Email Add: <a href="mailto:ogpi.og@up.edu.ph">ogpi.og@up.edu.ph</a> Time of Inspection: Mondays – Fridays (8:00 – 5:00 PM) Address:
Location Map – For Reference only (Annex VI-A)	
Vicinity Map – For Reference only (Annex VI-B)	
Certificate of Performance Evaluation (CPE) (Annex VII) with a rating of at least Satisfactory issued by the Single Largest Completed Contract Client of the bidder per Annex I-A.	The Certification must be in the client's letterhead and duly signed by the client.
<b>Eligibility Criteria for Subcontractor:</b>	<p>a) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</p> <p>b) Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas.</p>
<b>Proof of Authority of the designated representative/s:</b> 1. FOR SOLE PROPRIETORSHIP (if owner opts to appoint a representative): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR MEMBERS OF HE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.	If there are more than one authorized representatives, bidder were advised to use the words "OR" or "ANY" of the following as authorized representatives. Otherwise, BAC will look for the signatures of all listed representatives.
Omnibus Sworn Statements using the prescribed form (Annex VIII)	<ul style="list-style-type: none"> <li>Chair suggested to scan/photocopy the form provided to avoid omissions.</li> <li>All blanks must be filled-up, appropriate boxes must be ticked-off.</li> <li>The Form should be signed by the bidder's authorized representative.</li> <li>Document must be notarized</li> </ul>
<b><u>Financial Documents</u></b>	<b><u>Chair's Instructions</u></b>
Completed and signed: <ul style="list-style-type: none"> <li>Financial Bid Form Annex IX</li> <li>Bill of Quantities Annex IX-A</li> <li>Unit Cost Analysis per Annex IX-B (Sample Only)</li> </ul> <b><u>Including digital copy stored in Universal Serial Bus (USB) flash drive, or CD/DVD in Excel file.</u></b>	<ul style="list-style-type: none"> <li>Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form.</li> <li>Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0".</li> <li>The Total amount must jibe with the amount in the Financial Bid Form.</li> <li>Forms to be signed by the bidder's authorized representative.</li> <li>Items not included in the detailed BOQ, may be included under Miscellaneous items</li> </ul>

- Chair also reminded that the Bidder must **sign or initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
	Any questions?

How much the cost of the Bidding Documents?	P50,000.00
	Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. If there are any erasures, please counter sign the erasures.
	If there are no more question, thank you and review your documents well.
Thank you Ma'am.	

- Chair reminded Bidder to review/raise their concerns/clarifications on the Technical Specifications on or before 28 November 2019 and the BAC will be the one to confer it with the UP-New Clark City. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1), because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website ([www.pkc.gov.ph](http://www.pkc.gov.ph)).

Note: Maximum size of email with attachment is six (6) mb only.

- When we make changes in the documents we will issue a Bid-Bulletin and Bidders have to use the revised forms that we are going to put in the Bid-Bulletin.
- Bidders were also advised to schedule the site inspection before the deadline of queries, so that they may include their questions/concerns pertaining to site inspection.
- Vice-Chair also reminded interested Bidders to purchase the Bidding Documents not later than the day before the Bid Opening since late bids will not be accepted.
- The Submission and Opening of Bids is scheduled on 09 December 2019, Monday, 2:00pm. Bidders were advised to submit their bids before 2:00pm.

#### ADJOURNMENT

- The Pre-Bid Conference was adjourned at 2:00 pm.

MINUTES TAKEN BY:

*Joy - Ordillano*

MA. IRISSA G. ORDILLANO  
Head, BAC-II Secretariat  
KDC

APPROVED BY:

*Christabelle P. Ebriga*  
CHRISTABELLE P. EBRIGA  
Chairperson, BAC-II



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B2-2019-097)**

Construction of UP New Clark City - Phase 1 for the University of the Philippines  
19 November 2019, 2:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**BIDS AND AWARDS COMMITTEE (BAC) 2 - GOVERNMENT PROCUREMENT GROUP PROJECT**

**Regular Members**

	Gender		Signature
1) Christabelle P. Ebriega	F	(Chairperson)	-08-
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson)	-08-
3) Myra Chitella T. Alvarez	F	(Member)	-08-
4) Joel S. Rodriguez	M	(Member)	-08-
5) David A. Inocencio	M	(Member)	-08-
6) Vivian E. Morsanto	F	(Alternate Member 1)	-08-
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member 2)	-08-
8) Mr. Richmon Pancho	M	(Provisional Member)	-08-

**End-Users**

1) Ar. Vincent Jamir	M	End-user	
2) Ar. Clarence Atanacio	M	End-user	
3) Engr. Brian Rabe	M	End-user	
4) Dr. Jessica Ramirez	F	End-user	
5) KEVIN PATRICIO	M	END-USFR	
6) Leonel Enayquez	M	End user	
7)			
8)			

**Account Officers**

1) Erika April Guycoa	F		
2)			

**Technical Working Group**

	Gender		Signature
1) Rhonell O. Bautista	M	(Member)	-08-
2) Maria Victoria S. Castillo	F	(Member)	-08-
3) Jinky C. Apollinar	F	(Member)	-08-
4) Gel Cyrell Y. Tallada	F	(Member)	-08-
5) Fe B. Irena	F	(Member)	-08-
6) Kriss Ann Sebastian Hizon	F	(Member)	-08-
7) Katrina B. Alba	F	(Member)	-08-
8) Jacky C. Crispino	M	(Member)	-08-
9) Maria Eda I. Maningat	F	(Member)	-08-

**Secretariat**

1) Irene G. Alayon	F	(Head)	
2) Jane C. Arcilla	F	(Member)	
3) Ludy T. Concepcion	F	(Member)	
4) Lodiaina V. Reyes	F	(Member)	
5) Mia Teresa SA. Elima	F	(Member)	
6) Ma Iriisa G. Ordillano	F	(Member)	
7) Ana DG. Asprec	F	(Member)	

**Observers**

1)			
2)			





# Bids and Awards Committee 2 (BAC 2)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

## PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project : CONSTRUCTION OF UP NEW CLARK CITY-PHASE 1 FOR THE UNIVERSITY OF THE PHILIPPINES

Bid Reference No. : GPG-B2-2019-097

Time / Date & Venue : 19 November 2019, 2:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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**NO ID - NO ENTRY**  
 For Company Personnel  
 • Valid Company ID with picture and signature  
 For Individuals (Not representing any Company)  
 • Any valid government-issued ID with picture and

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	CATEGORY NO./s	TIME-IN	BIDDER'S SIGNATURE
1	CHRISTOPHER GERALD PABLO	Male	Sr. Cost Management & Construction Services Unit #15 Union Square One Condominium 15th Ave. Subae Alabang City		ingrida@shcosts.com.ph edgsoncosts@gmail.com		1:25	
2	ALBERT B. PANTOS	Male	C.T. CONSTRUCTION CONSTRUCTION CORP. CTC BUILDING 181-1811 ST. BRUN. BARCEL CANGRER CITY	0905-425-0905	marceling@consignconstruction.com		1:10	
3	Lennie Ann Lakanda	FEMALE	PACIFIC SUMMIT CONSTRUCTION LEAD INC. 219 ONE LABOR PLAZA WING CTH QTR. DOR. JAIL DLC	478-72-86 68178912514	lennieann@pbida.com.ph kegqi.com.ph		1:25	
4	NEZAR O. VIERCENSI	MALES	PACIFIC SUMMIT CONSTRUCTION GROUP INC 210 ONE LABOR PLAZA WING 3RD FLOOR COR. 2374 ST. DGC, TAGUIG	8478-7286 017-2279814	nezar.viercensi@pscg.com.ph		1:25	
5	CRUZ, Allan	M	ALVES CORPORATION #21 ONE LABOR PLAZA WING ANTONIO TTS. DUTAHAN QUEZON CITY	09175782911	alvesscorp@gmail.com	DOUBLE A (AA)	1:25	

