

**Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE II**

**MINUTES OF THE PRE-BID CONFERENCE  
CONSTRUCTION OF THE UNIVERSITY OF THE PHILIPPINES DILIMAN  
BASEBALL FIELD**

**Bid Ref. No. GPG-B2-2019-098  
5<sup>th</sup> Floor Conference Room, PITC – HO, NDC Building  
19 November 2019; 1:00 pm**

There having a quorum, BAC II Chair convened the pre-bid conference to order at 1:10 pm.

In attendance are:

| <b>FOR PITC BAC II</b>   | <b>FOR PROPONENT – UP-DILIMAN</b>                           |
|--|---|
| Christabelle P. Ebriega, Chair   | Ar. Vincent Jamir   |
| Atty. Ma. Gudelia C. Guese, Vice-Chair                                       | Ar. Clarence Atanacio                                       |
| Myra Chitella T. Alvarez, Member   | Engr. Brian Rabe  |
| Joel S. Rodriguez, Member  | IDr Jessica Ramirez   |
| Atty. Mitzell Arthur R. Magdaong, Alternate Member                           | Kevin Patricio  |
| Vivian E. Monsanto, Alternate Member   | Leonel Enriquez   |
| <b>PITC BAC II – TWG/Secretariat</b><br>(pls. see attached attendance sheet) | <b>Bidder who bought Bidding Documents</b>                  |
| <b>PITC – Proponent GPG</b><br>Erika April Guycoa                            | <b>1. Trilex Builders &amp; Construction Supply, Inc.</b>   |
|  | <b>2. S.M Castro Management &amp; Construction Services</b> |
|  | <b>3. Pacific Summit Construction Group, Inc.</b>           |
|  | <b>4. C.T Consigna Construction Corp.</b>                   |
|  | <b>5. Prismodial Construction Corporation</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 sports and recreational facilities
  - 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 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.<br>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.  | 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.<br><br>Chair advised Bidder to only transact with legitimate employees of BIR.<br><br>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.                           |
| Copy of each of the following Audited Financial Statements for 2018 and 2017 (in comparative format or separate reports):<br>a) Independent Auditor's Report;<br>b) Balance Sheet (Statement of Financial Position); and<br>c) Income Statement (Statement of Comprehensive Income)  | 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)<br><br>"Similar contracts" shall refer to contracts involving construction of sports and recreational facilities.   | - Bidder to follow the form provided.<br>- Bidder to attach any of the following documents which correspond to the listed Single largest completed contracts per Annex I-A:<br>a) Constructor's Performance Evaluation System (CPES)-Final Rating which must be Satisfactory; OR<br>b) Owner's Certificate of Acceptance; OR<br>c) Owner's Certificate of Completion<br><br>Chair emphasized that if the form has no attachment, the submission will be declared as "failed". |

|   |   |
|---|---|
| Valid and current Philippine Contractors Accreditation Board (PCAB) License with Classification/Category in General Building/General Engineering with Minimum License Category of "B" Minimum Size Range "Medium A. | <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> |
| Annex III<br>Class "B" Document:<br>(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 33-34.  |

### **TECHNICAL DOCUMENTS**

| <b>Technical Requirements</b>   | <b>Chair's Instructions</b>  |
|---|--|
| Bid Security in any of the following forms:<br>(a) Bid Securing Declaration per Annex III;<br>(b) Cash or Cashier's or Manager's Check equivalent to at least 2% of the ABC<br>(c) Bank Guarantee/ Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR<br>(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 (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 certification of availability of equipment lessor/vendor for the duration of the project;  
**Required Equipment:**
- a) At least two (2) Backhoe
  - b) At least two (2) Pay Loader
  - c) Dump Truck
  - d) Road Grader
  - e) At least two (2) Compactor / Pneumatic Roller
  - f) One (1) Bagger Concrete Mixer
  - g) Concrete Vibrator
- 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)<br>d) Equipment Utilization Schedule (In Gantt Chart or any format)   |  |
| Duly Signed and Notarized Affidavit of Site Inspection (Annex VI)   | Contact Person: Angela Dapilaga<br>Project Site: New Clark City, Capas Tarlac<br>Contact No.: 8981 8500 local 3195<br>Email Add: <a href="mailto:odpi.onr@up.edu.ph">odpi.onr@up.edu.ph</a><br>Time of Inspection: Mondays – Fridays (8:00 – 5:00 PM)<br>Address:  |
| Vicinity Map – For Reference only (Annex VI-A)  |  |
| 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.  |
| Proof of Authority of the designated representative/s:<br>1. FOR SOLE PROPRIETORSHIP (if owner opts to appoint a representative): Duly notarized Special Power of Attorney<br>2. FOR CORPORATIONS, COOPERATIVE OR MEMBERS OF THE 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>   |
| <p>Completed and signed:</p> <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> <p><b><u>Including digital copy stored in Universal Serial Bus (USB) flash drive, or CD/DVD in Excel file.</u></b></p>                   | <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. Details is found in page 39 of the BDS (ITB Clause 19.5).

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

| Bidder's Query/Clarification/s   | Committee's Reply   |
|--|---|
|  | Any questions?  |
| Ma'am ask ko lang po di ba po PITC po yung PhilGEPS pero project po siya ng UP-DILIMAN? Ano po yung partnership po ba? | The procurement has been outsource to us, the funds are with PITC. For all intends and purposes PITC is the procuring entity. The contract will be with PITC, the payments will be done by PITC. That's why the question has to be address to PITC. |

|  |   |
|--|---|
| Regarding SLCC, pwede bang gymnasium yung project? |   |
|  | I supposed, because it involves sports and recreational facilities. Our SLCC similar nature is define as contracts involving construction of sports and recreational facilities.  |
|  | 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. Thank you and good luck! |
| 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-DILIMAN. Send by email or fax, further details is found in page 31 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.pitc.gov.ph](http://www.pitc.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 1:00pm.

#### ADJOURNMENT

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

MINUTES TAKEN BY:

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

APPROVED BY:  
  
**CHRISTABELLE P. EBRIEGA**  
 Chairperson, BAC-II



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B2-2019-098)**

Construction of the University of the Philippines Diliman Baseball Field  
19 November 2019, 1:00 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 (Chairperson)
- 2) Atty. Maria Gudelia C. Guese (Vice Chairperson)
- 3) Myra Chitella T. Alvarez (Member)
- 4) Joel S. Rodriguez (Member)
- 5) David A. Inocencio (Member)
- 6) Vivian E. Monsanto (Alternate Member 1)
- 7) Atty. Mitzell Arthur R. Magdaong (Alternate Member 2)
- 8) Mr. Richmon Pancho (Provisional Member)

**End-Users**

- 1) Ar. Vincent Jamir (End-user)
- 2) Ar. Clarence Atanacio (End-user)
- 3) Engr. Brian Rabe (End-user)
- 4) DA. Jessica Rawickz (End-user)
- 5) Leond Enriquez (End-user)
- 6) KEVIN PATRICIO (End-user)
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

**Account Officers**

- 1) Erika April Guycoa (F)
- 2) \_\_\_\_\_

**Technical Working Group**

**Gender**

**Signature**

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

**Secretariat**

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

**Observer/s**

- 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 THE UNIVERSITY OF THE PHILIPPINES DILIMAN BASEBALL FIELD

Bid Reference No.

: GPG-B2-2019-098

Time / Date & Venue

: 19 November 2019, 1:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

**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 NAMES OF REPRESENTATIVE | GENDER | COMPLETE COMPANY NAME / ADDRESS   | CONTACT NOS.               | E-MAIL ADDRESS                                      | CATEGORY NO./s | TIME-IN | BIDDER'S SIGNATURE |
|--------|---------------------------------|--------|---|----------------------------|---|----------------|---------|--------------------|
| 1      | CYRIL E. GANEA                  | MALE   | TRILEX BUILDERS & CONSTRUCTION SUPPLY, INC.<br>83B DOMINOND SANTIAGO ST., SANMIGUEL, MANILA   | 7395 - 3669<br>09398639960 | trilexbuilders@gmail.com                            |                | 12:45   |                    |
| 2      | Christopher Errol Fabite        | MALE   | (S/M Cashin)<br>SXI. Castro Management 3 Construction Services<br>Unit 415 Union Square One Condominium 145<br>15th Ave. Cubao, Quezon City | 491-0849<br>912-6539       | inquiries@smcasino.com.ph<br>edp.smcasino@gmail.com |                | 12:50   |                    |
| 3      | LENE ANN CARONDA                | FEMALE | PACIFIC SUMMIT CONSTRUCTION GROUP INC.<br>401 ONE LABORAL RAGE BLDG. 5TH AVE.<br>DR. JSTH ST. BGC, TAGUIG                                   | 478-72-86<br>9178925716    | leneqanbida@gmail.com<br>psocqr.com.ph              |                | 12:51   |                    |
| 4      | NEZAR O VIERKUES                | MALE   | PACIFIC SUMMIT CONSTRUCTION GROUP INC.<br>2001 ONE LABORAL RAGE, 5TH AVE<br>ONE - 25TH ST., BGC, TAGUIG                                     | 478-72-86<br>09176279814   | nezar.vierkues@psc8.com.ph                          |                | 12:57   |                    |
| 5      | ALBERT B. RAMOS                 | MALE   | CT CONSULTING CONSTRUCTION CORP.<br>CIC BUILDING 191-191 ST. BRGY BAYAN<br>CAGAYA   | 0925-425-6925              | marketing@casinogamesandbetting.com                 |                | 1:10    |                    |

