

MINUTES OF PRE-BID CONFERENCE

Proposed Construction Squash Court (RMSC)

July 03, 2019, 10:00 AM

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors:

| | Name | Company/Address |
|----|--------------------------------------|--|
| 1. | Doods Lozada | Petron Construction Dev't Inc. - 49 Hasmin St. Ayala Homes, Brgy. Barangka, Mandaluyong |
| 2. | Dominador Mendoza and Ronaldo Serran | Plerm Construction & Dev't Corp. - Sta. Clara, Sta. Maia, Bulacan |
| 3. | Audrey Del Rosario & Engr. Rizal | Aylan Construction & Trading - NS Amoranto St., La Loma, Quezon City |
| 4. | Renato Bonachita | CE Padilla Const., Inc. - #35 Don Antonio Heights, Quezon City |
| 5. | Jess Laganson | Jiroamo Const Corp - Rufino Pacific Tower 2/F Suite 26A Ayala Ave., Makati City |
| 6. | Rey Tibayan | Jepa Const. & Dev't Corp. - Tandang Sora, Quezon City |

A. BAC Members and Staff:

| | Names | Position |
|-----|-------------------------------|-------------------------------|
| 1. | Dir. Simeon Gabriel M. Rivera | BAC Vice Chairman |
| 2. | Marc Edward D. Velasco | BAC Member |
| 3. | Manuel G. Bitog | BAC Member |
| 4. | Abigail Marie V. Rivera | BAC Member Alternate |
| 5. | Ethel M. Goh | BAC Secretary |
| 6. | Jun Michael T. Unzo. | Assistant BAC Secretary |
| 7. | Oscar Papelera | BAC Secretariat Support Staff |
| 8. | Ma. Luisa Carmela D. Berguia | BAC Secretariat Support Staff |
| 9. | Jeanette B. Dinglasan | BAC Secretariat Support Staff |
| 10. | Ariel Flores | BAC Secretariat Support Staff |

B. TWG:

| | | |
|----|---------------------|------------|
| 1. | Engr. Victoria Moya | TWG Member |
| 2. | Engr. Pedro Pineda | TWG Member |
| 3. | Engr. Jesus Belardo | TWG Member |
| 4. | Erwin Guillermo | TWG Member |

C. Observer:

| | | |
|----|----------------------|--------------------|
| 1. | Alijandro Millete II | COA Representative |
|----|----------------------|--------------------|

D. Others:

| | | |
|----|--------------------------------|--------------------|
| 1. | Engr. Jose Damole | Consultant |
| 2. | Engr. Lady Jean Nolasco-Bujawe | PMO Representative |
| 3. | Iris Hazel Anna Lacorte | PMO Representative |
| 4. | Engr. Jomari Cruz | PMO Representative |
| 5. | Josef Christoper Mendoza | PMO Representative |
| 6. | Engr. Kevin Ador Dionisio | PMO Representative |

The BAC Vice Chairman, the presiding officer, called to order the Pre-Bid Conference for the project: **Proposed Construction Squash Court (RMSC)**, with an Approved Budget for Contract of **Sixty-Four Million Eight Hundred Sixty-Seven Thousand Five Hundred Sixty Pesos & 32/100 (Php 64, 867, 560.32)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Philgeps and Manila Times on June 16, 2019.

The BAC Vice Chairman acknowledged the presence of the members of the BAC, the Technical Working Group (TWG), the BAC Secretariat and its Support Staff, and Commission on Audit (COA) Representative. The Philippine Chamber of Commerce, Inc. (PCCI), Philippine Constructors Association Inc. (PCAI) and Philippine Institute of Civil Engineers, Inc. (PICE) were also invited, however, the said offices failed to send their representatives to attend the said Pre-Bid Conference.

The BAC Vice Chairman also acknowledged the presence of the prospective bidders (*the company name, its address and representatives as listed above were mentioned*).

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Vice Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Infrastructure must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit whose validity period had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Article of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder including its Amendments thereto, if any. The General Information Sheet for 2019 shall also be submitted in case bidder is a corporation. In case the following documents are not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.

5. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture, in case bidder does not have Joint Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT NON-APPLICABILITY**.
6. Mayor's Permit/Business Permit (valid for the current year-2019)
7. Duly signed and notarized statement of completed AND All its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not in nature and complexity to the contract to be bid for the last five (5) years with copies of contracts.

The list shall state the following for each contract:

- a) Name of clients with contact numbers and addresses;
- b) Date of award of contract if any;
- c) Total contract cost;
8. Statement of completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty (50%) percent of the ABC.
9. Income Tax Return (ITR) for 2018, (CTC by the BIR). and Audited Financial Statement for 2018 stamped "Received" by the BIR and/or its duly authorized/accredited Agency or Banking Institutions.
10. Valid PCAB License & Registration for the type and cost of the contract to the bid with Certificate of Health and Safety Officer. For Joint Venture, a special PCAB License and Registration shall be presented.
11. Net Financial Contracting Capacity (NFCC) computation at least equal to the ABC OR Committed Line of Credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal/Commercial Bank, it shall be authenticated by a local Universal/Commercial Bank.

B.2. As to Technical Documentary Requirements:

12. Bid Security
 - Required Bid Security Form
 - Duly Signed and Notarized Bid Securing Declaration or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
13. Project Organizational Chart
14. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a list said personnel (attached photocopies of their PRC license and PTR)
15. Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with proof of ownership or contract of lease.
16. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be notarized)
17. Taxpayer's Identification Number/Certificate of Registration
18. Tax Clearance Certificate per Executive Order 398, series 2005, as finally reviewed and approved by the BIR issued for bidding purposes valid as of the date of opening of bids
19. Company Profile
20. Site Inspection Certificate
21. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin, and such other compliance with Engineering Design and Details.

Ms. Berguia, a BAC Support Staff, cited the scope of work of the aforementioned project.

PROJECT SCOPE OF WORK

This Scope of work is supplemental to the drawings but not limited to the following:

1. **General**
 - a. Site preparation for construction activities
 - i. Mobilization of supplies, manpower resources and utilities
 - ii. Erection of temporary facilities
 - iii. Installation of project billboards
 - iv. Construction of perimeter fence
2. **Earthworks**
 - a. Concrete Breaking

- b. Excavation
- c. Application of Pest Control methods – Soil Poisoning / Termite Treatment
- d. Dewatering
- e. Foundation Backfill
- f. Hauling of waste materials

3. Civil Works

- a. Concrete Works
 - i. Fabrication and installation of reinforcing bars
 - ii. Concreting for footing column tie beam, beam and mezzanine, roof beam and slab on fill.
 - iii. Floor Topping for slab on fill and mezzanine.
- b. Masonry Works
 - i. Laying of 6" Concrete Hollow Blocks (CHB)
 - ii. Plastering of exterior and interior walls.
 - iii. Application of plain cement finish for exterior and interior walling.
 - iv. Construction of concrete countertops at the comfort rooms.
- c. Hauling and disposal of debris and unwanted structures.

4. Formworks and Scaffolding

- a. Fabrication and installation of forms prior to concreting.
- b. Installation of scaffolding.

5. Architectural Works

- a. **Doors and Hardware**
 - i. Supply and installation of 1.0m x 2.10m wooden panel doors including door jamb and all necessary accessories.
 - ii. Supply and installation of 0.9m x 2.10m wooden panel doors including door jamb and all necessary accessories.
 - iii. Supply and installation of 0.7 m x 2.10m PVC doors including door jamb and all necessary accessories.
 - iv. Supply and installation of 1.8m x 2.10m x ½" thk. tempered glass door in powder coated aluminum frame including all necessary accessories.
 - v. Supply and installation of 1.0m x 2.10m x ½" thk. tempered glass door in powder coated aluminum frame including all necessary accessories.
 - vi. Supply and installation of 0.9mx 2.10m x ½" thk. tempered glass door in powder coated aluminum frame including all necessary accessories.
 - vii. Supply and installation of hinges, lockset, and all necessary hardware.
- b. **Windows**
 - i. Supply and installation of 0.5mw x 1.5mh awning windows including all necessary accessories.
 - ii. Supply and installation of 0.8mh x 2.628mw awning windows including all necessary accessories.
 - iii. Supply and installation of 0.8mh x 4.548mw awning windows including all necessary accessories.
 - iv. Supply and installation of 0.8mh x 1.54mw awning windows including all necessary accessories.
 - v. Supply and installation of 0.8mh x 1.00mw awning windows including all necessary accessories.
- c. **Tile Works**
 - i. Supply and installation of 16" x 16" x 10mm thk. homogeneous tiles
- d. **Ceiling Works**
 - i. Supply and installation of ¾" x 2" metal furring nailers @ 0.40m o.c.
 - ii. Supply and installation of ½" thk moisture resistant fiber cement board light for ceiling boards.
 - iii. Supply and installation of 2" by 2" wood cornice at the ceiling.
- e. **Partition Works**
 - i. Supply and installation of 1" x 3" metal studs @ 0.40m o.c.
 - ii. Supply and installation of ½" thk moisture resistant fiber cement board light for double wall drywall partitions.
 - iii. Supply and installation of 12mm thk phenolic board partition including stainless accessories for urinals & toilets at the comfort rooms.
- f. **Painting Works**
 - i. Painting of interior and exterior walls, ceiling, doors, door jambs and all steel members.
- g. **Specialty Works**
 - i. **Signages**
 - 1. Supply and installation of metal wall composite.
 - 2. Supply and installation of 11 letters Stainless Plate 304 "SQUASH COURT"
 - 3. Supply and installation of 23 letters Stainless Plate 304 "PHILIPPINE SPORTS COMPLEX"
 - ii. **Squash Court**
 - 1. Supply and installation of imported squash flooring and wall partitions for Jumbo Squash Court and Singles and Doubles Standard Squash Court in accordance with the World Squash Federation (WSF) International Standards.
 - a. International Singles Squash Court
 - i. Critical Dimensions:

| | | |
|-----------------|---------|---------|
| Length of Court | 9750 mm | |
| Width of Court | | 6400 mm |
| Tin height | 480 mm | |
 - b. International Competition Width Doubles Squash Court
 - i. Critical Dimensions:

| | | |
|-----------------|---------|---------|
| Length of Court | 9750 mm | |
| Width of Court | | 8420 mm |
| Tin height | 330 mm | |
 - c. International Jumbo Squash Court
 - i. Critical Dimensions:

| | | |
|-----------------|----------|---------|
| Length of Court | 13716 mm | |
| Width of Court | | 7620 mm |
| Tin height | 430 mm | |

6. Roofing Works

- a. Fabrication and installation of steel trusses, c-purlins, insulation and roofing sheets.

- b. Supply and installation of roofing accessories.
- 7. Electrical Works**
 - a. Roughing-in of electrical lines including all necessary accessories and support.
 - b. Supply and installation of service lighting and electrical outlets as indicated in the electrical plans.
 - c. Supply and installation of feeder lines.
 - d. Supply and installation of all panel boards.
 - e. Conduct insulation testing on all wirings and panel boards.
 - f. Conduct ground testing and resistance reading.
 - g. Conduct illumination test and submit the data.
 - h. Installation of Architectural Lighting
 - i. Installation of monumental exterior lighting
 - ii. Installation of specialty interior lighting
 - iii. Installation of sports lighting
 - iv. Installation of emergency and egress lighting
 - i. Supply and installation of perimeter lighting
 - j. Design and fabrication of lighting fixtures
 - k. Auxiliary Systems
 - i. Installation of communications systems
 - ii. Installation of lighting and sound control panels
 - iii. Installation of a Private Automatic Branch Exchange (PABX) network
 - l. Testing and commissioning.
- 8. Steel Works**
 - a. Installation of steel column and steel beam for mezzanine with steel decking and steel railing.
- 9. Plumbing Works**
 - a. Supply and Installation of plumbing fixtures and equipment.
 - b. Roughing-in of Plumbing Works
 - c. Drainage
 - i. Roughing-in of Soil Pipes and Sanitary Works
 - ii. Construction of Storm Water Drainage System
 - d. Plumbing civil works
 - i. Construction of reinforced concrete cistern tank and septic tank
 - ii. Waterproofing food grade (3 coatings) of cistern tank
 - iii. Disinfection of cistern tank and water line
 - e. Testing and commissioning.
- 10. Mechanical Works**
 - a. Ducting and insulation works including all necessary accessories and support
 - b. Supply and installation of air conditioning system.
- 11. Fire Protection System including Automatic Fire Detection and Alarm System (FDAS)**
 - a. Fire Detection and Alarm System
 - i. Supply and Installation of Conduits and Fittings with necessary pull wires
 - ii. Supply and Installation of Wires, Cables, and Wiring Devices
 - iii. Supply and Installation of Annunciators, Strobes, and Manual Triggering Devices
 - iv. Supply and Installation of Addressable Fire Alarm Control Panel with back-up batteries and surge protection devices
 - v. Testing and Commissioning
 - b. Fire Suppression System
 - i. Removal and Disposal of Existing Obsolete Piping and Devices
 - ii. Supply and Installation of New B.I. Piping including Fitting, paintings, and other materials to complete for Wet Standpipe System
 - iii. Supply and Installation of New B.I. Pipe for Wet Standpipe System
 - iv. Supply and Installation of New Manifold Connections and Street Connection for Fire Department Connection
 - v. Supply and Installation of Fire Hose Cabinets with all accessories to complete
 - vi. Testing and Commissioning of Fire Suppression System

The Qualification for the said project was cited by the BAC Secretary.

QUALIFICATIONS

- The Contractor must have valid PCAB license Category B with principal classification of General Engineering.
- The Contractor must have PCAB ARCC rating of Medium A for Building.
- The Contractor must be ISO 9001 Certified.
- The Contractor must be in sound financial standing with annual turnover/gross billings of at least 50% of the ABC.
- The Contractor must have complete construction of a structure with at least contract value of 50% of the ABC.
- The Contractor must have a licensed Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer, Materials Engineer and Safety Officers.
- All engineers must have an experience in the construction/rehabilitation of structures such as sports facilities and the like.
- The Company must have an experience and specialization in construction of squash courts.

The BAC Secretary turned the floor back to the BAC Vice Chairman. The latter discussed the other requirement.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:

- a. Duly Signed Bid Prices in the Bill of Quantities/Proposal form;
 - b. Duly Signed Detailed Estimates.;
 - c. Duly Signed Cash Flow by Quarter and Payment Schedule;
 - d. Duly Signed Construction Schedule and S-Curve.
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

The Vice BAC Chairman instructed that the financial component must also be notarized. The BAC will issue a Supplemental Bid Bulletin.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. All original documents should be presented during the Opening of the Bids.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be brown in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be property signed, sealed and labeled.
 - Bidders shall put the word “complied” in each of the technical specification, to manifest that the technical specification has been complied with.
 - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on July 15, 2019, 10:00 AM at the same venue.
- E. The Duly signed and notarized statement or completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. Bidders whose business permit has expired and has not secured their 2019 Business Permit may submit their 2018 Business Permit together with the Official Receipt for payment of renewal of such permit;
- G. A photocopy of signatory’s Government Issued Identification Card should be attached to each notarized document.
- H. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- I. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

There having no other questions raised, the pre-bid conference adjourned at 10:30 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ETHEL M. GOH
BAC Secretary

Noted by:

DIR. SIMEON GABRIEL M. RIVERA
BAC Vice-Chairman