



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Trunk line: 889-7750 Direct line: 563-9385 & 563-9395



MINUTES OF MEETING

Tuesday, January 15, 2019	10:00 AM	OTHERS
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																									
TYPE OF MEETING	Prebid Conference																									
PROJECT	Design and Build of the University of the Philippines Los Baños University Health Service Building Extension (Phase 1)																									
REFERENCE NO.	PB – 18-252-9																									
ATTENDEES	<p>Bids and Awards Committee IX</p> <table> <tr> <td>Ms. Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Leah M. Valdez</td> <td>Vice Chairperson</td> </tr> <tr> <td>Engr. Jose L. Saluna, Jr.</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division IX</p> <table> <tr> <td>Mr. Raymund Francis Lasam</td> <td>PMO</td> </tr> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat</td> </tr> </table> <p>Other Attendees:</p> <table> <tr> <td>Arch. William Y. Rañola</td> <td>Architect III</td> </tr> <tr> <td>Ms. Rebecca C. Torres</td> <td>UPLB</td> </tr> <tr> <td>Ms. Raquel Zafra</td> <td>UPLB</td> </tr> </table> <p>Prospective Bidder/s:</p> <table> <tr> <td>Ms. Vanessa Mae Manti</td> <td>NGP Construction</td> </tr> <tr> <td>Mr. Floyd Arpon</td> <td>CFV ARAR</td> </tr> <tr> <td>Ms. Alyanna Marie Sioson</td> <td>Parametric Engineering and Const.</td> </tr> <tr> <td>Mr. Parmanan Hajal</td> <td>PBDC</td> </tr> </table>		Ms. Dalisay Conrina P. Dela Chica	Chairperson	Ms. Leah M. Valdez	Vice Chairperson	Engr. Jose L. Saluna, Jr.	Provisional Member	Mr. Raymund Francis Lasam	PMO	Mr. Vincent Joseph D. Disu	Secretariat	Arch. William Y. Rañola	Architect III	Ms. Rebecca C. Torres	UPLB	Ms. Raquel Zafra	UPLB	Ms. Vanessa Mae Manti	NGP Construction	Mr. Floyd Arpon	CFV ARAR	Ms. Alyanna Marie Sioson	Parametric Engineering and Const.	Mr. Parmanan Hajal	PBDC
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CALL TO ORDER

1. The scheduled **Prebid Conference** started at **10:30 AM** with the Chairperson presiding.
2. The Secretariat acknowledged the presence of the attendees.
3. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the project.
4. The Secretariat presented the invitation for Observers, however, none of them attended.
5. The Secretariat discussed the General Requirements (Technical and Financial Document for the Infrastructure Project).

DISCUSSION

I. BID DOCUMENTS

DOCUMENTATIONS

The following documents were presented before the committee:

- Agency Procurement
 - No Discussion.
- Annual Procurement Plan
 - No Discussion.
- Technical Specifications / ToR
 - PRESENTED
- Authority to Purchase Vehicle (if applicable)
 - No discussion.
- Nomination of Representative from End-User Agency
 - No Discussion
- Memorandum of Agreement
 - No Discussion
- Memorandum-Request for Preprocurement
 - No Discussion.
- Price Monitoring Report
 - No discussion
- Certificate of Due
 - No discussion.
- Draft Bidding Documents
 - No discussion
- Reply Action Document, if any
 - No discussion.

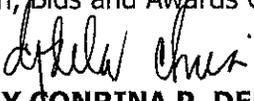
	Qty	Item / Description	Approved Budget for the contract	Delivery Period
INSTRUCTIONS TO BIDDERS	1 Lot	Design and Build of the University of the Philippines Los Baños University Health Service Building Extension (Phase 1)	₱ 32,315,385.00	The Intended Completion Date is within Three Hundred Sixty Five (365) Calendar Days from receipt of NTP.
BID DATA SHEET	<p>BDS Clause 5.4</p> <ul style="list-style-type: none"> For this purpose, similar contracts shall refer to: Any contract in both design and construction of Hospital Buildings or any Health Care Facilities with a contract amount of at least 50% of the ABC and Pursuant to <i>Annex "G" Section 9.2 ii b) of the RIRR of RA9184, If the bidder has no experience in design and build projects on its own it may enter into subcontracting, partnerships, or joint venture with design and engineering firms for the design portion of the contract.</i> <p>BDS Clause 8.1</p> <ul style="list-style-type: none"> Subcontracting is allowed, limited only to the following proviso, consistent with the above mentioned rules: <i>if the bidder has no experience in design projects on its own it may enter into subcontracting, partnerships, or joint venture with design and engineering firms for the design portion of the contract. The said contract or commitment to contract shall form part of the eligibility documents and shall be submitted during the opening of bids.</i> <p>BDS Clause 12.1</p> <ul style="list-style-type: none"> In the submission of bids, the following additional documents are required to be submitted during the opening of bids. <ul style="list-style-type: none"> i. Preliminary Conceptual Design Plans; ii. Design and construction methods; iii. Value engineering analysis of design and construction method. 			
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> There were no Discussions/Amendments made; and no further instructions were made by the BAC. 			

SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TERMS OF REFERENCE	<p>Design Key Personnel:</p> <ol style="list-style-type: none"> 1. (1) Registered Architect with minimum 10 years experience; proven experience in design of hospital buildings or any Health Care Facilities 2. (1) Interior Designer: minimum 5 years experience; proven experience in interior design 3. (1) Structural Engineer: Registered Civil Engineer with minimum 5 years experience in structural and civil works design; A PRC accredited structural engineer or a member of the Association of Structural Engineers of the Philippines 4. (1) Registered Sanitary Engineer with minimum 5 years experience in designing building or site sanitary facilities or drainage facilities or solid waste management facilities 5. (1) Professional Electrical Engineer with minimum 5 years experience as Electrical Engineer 6. (1) Professional Mechanical Engineer with minimum 5 years experience in designing Mechanical systems particularly HVAC and Fire Protection 7. (1) Registered Landscape Architect with minimum 5 years experience in institutional design <p>Construction Key Personnel:</p> <ol style="list-style-type: none"> 8. (1) Project Manager: Registered Architect or Civil Engineer with minimum 10 years experience of managerial capability through directing, managing and supervising construction of buildings and facilities similar in nature with a hospital 9. (1) Resident Engineer: Registered Civil Engineer with minimum 5 years experience in managing flow of engineering works during construction of buildings and similar facilities 10. (1) Safety Officer (with Construction Occupational Safety and Health Training): Registered Civil Engineer with minimum 5 years experience in Occupational Health and Safety 11. (1) Quantity Surveyor / Quantity Cost Estimator: Registered Engineer with minimum 5 years experience in quantity surveying 12. (1) Registered Sanitary Engineer with minimum 5 years experience in building and installing water supply and distribution systems, plumbing and sanitary systems including waste management and treatment 13. (1) Registered Mechanical Engineer with minimum 5 years experience in installation of Mechanical systems particularly HVAC and Fire Protection 14. (1) Registered Electrical Engineer with minimum 5 years experience in installation of power distribution systems for buildings

	<ul style="list-style-type: none"> ➤ Time Frame <ul style="list-style-type: none"> 90 calendar day for Detailed Architectural and Design phase 230 calendar days for Construction Phase 45 calendar days for Post Construction Phase.
DRAWINGS	"No Attachment"
BILL OF QUANTITIES	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.

II. TIMELINE	
POSTING IN PHILGEPS	January 08, 2019
PREBID CONFERENCE	January 15, 2019 ; 10:00 A.M.
POSTING OF BID BULLETIN	January 22, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	January 29, 2019 ; 10:00 A.M.

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> • The Chairperson clarified if the 2018 Mayor's Permit/Business Permit has not been renewed for 2019, the 2018 Mayor's/Business Permit to be submitted in the opening of bids provided that there's a proof of Official receipt that already renewed for 2019 Mayor's/ Business Permit. • Site Inspection on January 22, 2019. • The PMO-In-Charge explained each documents needed to be submitted during the submission of bids. The PMO-In-Charge gives pointers in accomplishing each document/requirement to the bidders to be able for them in aiding/come up with a responsive submission. • The BAC reiterated to the prospective bidders that the last day of submission of written clarification is on January 19, 2019, and the last day of issuance of bid bulletin is on January 22, 2019, and the submission and opening of bids' is on January 29, 2019 at 10:00 A.M.
ATTACHMENTS	"No Attachment"

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Tuesday, January 15, 2019.
PREPARED BY	<p>The Procurement Division IX:</p>  <p>ENGR. JOSE L. SALUNA JR. PMO</p>
CERTIFIED CORRECT	 <p>MS. LEAH NIMFA M. VALDEZ Vice Chairperson, Bids and Awards Committee IX</p>  <p>MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>