



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Thursday, March 14, 2019	10:00 AM	CONFERENCE ROOM A
--------------------------	----------	-------------------

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 – 19-081-9	
ATTENDEES	<div><div>Bids and Awards Committee IX</div><div><div>Ms. Dalisay Contrina P. Dela Chica</div><div>Ms. Leah M. Valdez</div><div>Engr. Jose L. Saluna, Jr.</div></div><div><div>Chairperson</div><div>Vice Chairperson</div><div>Provisional Member</div></div></div> <div><div>Procurement Division IX</div><div><div>Mr. Rojim Espere</div></div><div><div>Secretariat</div></div></div> <div><div>End-User Representative:</div><div><div>Arch. William Y. Rañola</div><div>Ms. Rebecca C. Torres</div></div><div><div>Architect III</div><div>UPLB</div></div></div> <div><div>Prospective Bidder/s:</div><div><div>Mr. Jason James Chua</div></div><div><div>DUMDUMA CONSTRUCTION</div></div></div>	
CALL TO ORDER	<div><div>1. The scheduled Prebid Conference started at 10:30 AM with the Chairperson presiding.</div><div>2. The Secretariat acknowledged the presence of the attendees.</div></div>	

	<p>3. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the project.</p> <p>4. The Secretariat presented the invitation for Observers, however, none of them attended.</p> <p>5. The Secretariat discussed the General Requirements (Technical and Financial Document for the Infrastructure Project.</p>
--	--

DISCUSSION

I. BID DOCUMENTS				
DOCUMENTATIONS	The following documents were presented before the committee:			
	<p><input type="checkbox"/> Agency Procurement</p> <ul style="list-style-type: none"> No Discussion. <p><input type="checkbox"/> Annual Procurement Plan</p> <ul style="list-style-type: none"> No Discussion. <p><input checked="" type="checkbox"/> Technical Specifications / ToR</p> <ul style="list-style-type: none"> PRESENTED <p><input type="checkbox"/> Authority to Purchase Vehicle (if applicable)</p> <ul style="list-style-type: none"> No discussion. <p><input type="checkbox"/> Nomination of Representative from End-User Agency</p> <ul style="list-style-type: none"> No Discussion <p><input type="checkbox"/> Memorandum of Agreement</p> <ul style="list-style-type: none"> No Discussion <p><input type="checkbox"/> Memorandum-Request for Preprocurement</p> <ul style="list-style-type: none"> No Discussion. <p><input type="checkbox"/> Price Monitoring Report</p> <ul style="list-style-type: none"> No discussion <p><input type="checkbox"/> Certificate of Due</p> <ul style="list-style-type: none"> No discussion. <p><input type="checkbox"/> Draft Bidding Documents</p> <ul style="list-style-type: none"> No discussion <p><input type="checkbox"/> Reply Action Document, if any</p> <ul style="list-style-type: none"> No discussion. 			
INSTRUCTIONS TO BIDDERS	Qty	Item / Description	Approved Budget for the contract	Delivery Period

	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 (b)(ii) (ii.2)</p> <p>The minimum years of relevant experience requirements for key personnel are the following:</p> <p>Design and Construction Key Personnel:</p> <ol style="list-style-type: none"> (1) Registered Architect with minimum 10 years experience; proven experience in design and construction supervision of hospital buildings or any Health Care Facilities (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 (1) Registered Sanitary Engineer with minimum 5 years experience in designing and construction supervision of building or site sanitary facilities or drainage facilities or solid waste management facilities 		

4. (1) Professional Electrical Engineer with minimum 5 years experience as Electrical Designer and Construction supervisor.
5. (1) Professional Mechanical Engineer with minimum 5 years experience in designing and supervising Mechanical systems particularly HVAC and Fire Protection
6. (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 or any health care facilities.
7. (1) Resident Engineer: Registered Civil Engineer with minimum 5 years experience in managing flow of engineering works during construction of buildings and similar facilities
8. (1) Safety Officer (with Construction Occupational Safety and Health Training): Any Bachelor's Degree with minimum 3 years experience in Occupational Health and Safety.
9. (1) Quantity Surveyor / Quantity Cost Estimator: Registered Engineer with minimum 3 years experience in quantity surveying.

** Note: Each key position shall be assigned to a different person in design as well as in construction.*

- *Photocopy of the following documents must be submitted together with the curriculum Vitae to evidence educational attainment, work experience and professional certification.*
 1. *Certificates of Employments and/ or Contract of Employment.*
 2. *Valid Professional Certifications and /or Licenses.*

BDS Clause 12.1 (b)(ii) (ii.3)

The minimum major equipment requirements are the following:

Item No.	Number of Units	Equipment	Capacity
1	1	Concrete mixer	One bagger
2	1	Concrete vibrator	-
3	1	Bar cutter	-
4	1	Welding machine	-
5	1 lot	Metal Scaffolding	-
6	1	Fusion Welder	-
7	1 lot	Various hand and power tools	-
8	1	Plate compactor	-
9	1	Truck Mounted Telescopic Crane	25 to 35 tons
10	1	Truck Mounted Telescopic	200kg

	<div>Boom Lift</div> <p><i>Note: The bidder may choose the ff. options:</i></p> <ol style="list-style-type: none"> <i>1. Proof of ownership to be included in the Technical Proposal; or</i> <i>2. Lease Agreement between lessor and lessee and Proof of Ownership of the Lessor to be included in the Technical Proposal; or</i> <i>3. Purchase Agreement between the bidder and the owner. Certification of availability of equipment from the vendor for the duration of the project.</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. <ol style="list-style-type: none"> Preliminary Conceptual Design Plans; Design and construction methods; 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	<ul style="list-style-type: none"> ❖ General Scope of Works <p>5.1 Design Phase</p> <ol style="list-style-type: none"> Geodetic Survey Soil Foundation Investigation A&E Design Development Plans, Elevations and Sections (Phase I & Phase II) Detailed Architectural Designs and Plans (Phase I & Phase II) Detailed Architectural Interior Designs and Plans (Phase I & Phase II) Detailed Site Development Designs and Plans (Phase I & Phase II) Detailed Site and Building Engineering Designs and Plans (Phase I & Phase II) <ol style="list-style-type: none"> Structural Sanitary/Plumbing

- (iii) Electrical
- (iv) Electrical Auxiliaries
- (v) Mechanical (Fire Protection, AC Systems)
- (h) Detailed Estimates, Bill of Quantities **(Phase I & Phase II)**
- (i) Scope of Works and Technical Specifications **(Phase I & Phase II)**
- (j) Proposed Design and Construction Schedule
- (k) Health and Safety Program for the Construction Phase

5.2 Construction Phase **(Phase I)**

- (a) General Requirements
 - (i) Permits (Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Zoning Permit, Fire Safety Permit, etc.)
 - (ii) Project Billboard
- (b) Temporary Facilities and Facilities for the Engineer
- (c) Demolition Works
- (d) Earth Works
- (e) Structural Works
- (f) Architectural Works
- (g) Sanitary/Plumbing Works
- (h) Electrical Works
- (i) Electrical Auxiliaries Works
- (j) Mechanical (Fire Protection, AC Systems)
- (k) Architectural Interior Design Works

1.2 Main Requirements

The proponent/bidder shall consider in their proposal the following requirements of University Health Service Extension Building:

Item	Spaces	Area	Unit	Remarks
A	SITE DEVELOPMENT			
01	Stairs, Ramps & Paved Walks	233.86	sq.m.	Phase 2
02	Roads & Parking	559.17	sq.m.	Phase 2
03	Landscaping	70.65	sq.m.	Phase 2
	Subtotal	863.68	sq.m.	
GROUN D FLOOR				
A	BUILDING RENOVATION			
04	Emergency Room	189.71	sq.m.	Phase 2

05	Pharmacy	36.01	sq.m.	Phase 2
06	Pharmacy Stockroom	7.26	sq.m.	Phase 1
07	Medical Records	51.33	sq.m.	Phase 2
08	Corridor 1	63.91	sq.m.	Phase 2
09	Public Toilet 1	17.11	sq.m.	Phase 2
10	Nurse Station 1	31.88	sq.m.	Phase 2
11	Consultation and Treatment 6	17.11	sq.m.	Phase 2
12	Entrance to Lobby	23.34	sq.m.	Phase 2
13	Information/Reception Area	77.45	sq.m.	Phase 2
14	Admitting and Records	34.32	sq.m.	Phase 1
15	Public Toilet 2	31.18	sq.m.	Phase 2
16	Power Room	3.88	sq.m.	Phase 2
17	Fire Exit	15.64	sq.m.	Phase 2
18	Corridor 2	8.37	sq.m.	Phase 1
19	Pathologist Office	17.53	sq.m.	Phase 2
20	Power Plant/ Transformer	26.79	sq.m.	Phase 2
21	Imaging/Radiology	109.18	sq.m.	Phase 2
22	Laboratory	64.26	sq.m.	Phase 2
23	Nutritionist Clinic	21.90	sq.m.	Phase 2
24	Dental Clinic	69.17	sq.m.	Phase 2
25	Lobby 2	14.40	sq.m.	Phase 2
26	Conference Room	58.96	sq.m.	Phase 2
27	Conference Room Pantry	18.07	sq.m.	Phase 2
28	Office	11.38	sq.m.	Phase 2
29	Chief Nurse Office	6.2	sq.m.	Phase 1
30	Equipment Supply Room	3.35	sq.m.	Phase 1
31	Dirty Utility Room	3.35	sq.m.	Phase 1
32	Stairs	8.37	sq.m.	Phase 1
	Subtotal for Phase 1 only	71.22	sq.m.	
B	BUILDING EXTENSION			
29	Lobby 1	19.83	sq.m.	Phase 2
30	Atrium Waiting Area	70.75	sq.m.	Phase 2
31	Lobby 1 Waiting Area	24.78	sq.m.	Phase 2
32	Consultation and Treatment 1	17.11	sq.m.	Phase 1
33	Maintenance and Housekeeping Area	22.88	sq.m.	Phase 1
34	Corridor 3	26.77	sq.m.	Phase 1

35	Consultation and Treatment 2	17.49	sq.m.	Phase 1
36	Consultation and Treatment 3	17.11	sq.m.	Phase 1
37	Consultation and Treatment 4	17.11	sq.m.	Phase 1
38	Consultation and Treatment 5	17.11	sq.m.	Phase 1
39	Dietary	62.99	sq.m.	Phase 1
40	Dining Area	32.15	sq.m.	Phase 1
41	Central Supply Room	25.83	sq.m.	Phase 1
42	Linen Area	22.06	sq.m.	Phase 1
43	Engineering, Maintenance & Housekeeping	9.10	sq.m.	Phase 1
44	Corridor 4	28.11	sq.m.	Phase 1
45	Covered Walk Entrance	103.77	sq.m.	Phase 2
46	Cadaver Holding Area	27.09	sq.m.	Phase 2
47	Dry Storage/Locker/Toilet	9.735	sq.m.	Phase 1
48	Stairs	7.85	sq.m.	Phase 1
49	Waiting Area	33.5	sq.m.	Phase 1
	Subtotal for Phase 1 Only	366.905	sq.m.	
SECON D FLOOR				
A	BUILDING RENOVATION			
47	Surgical Area	98.36	sq.m.	Phase 2
48	Birthing Area	69.76	sq.m.	Phase 2
49	Birthing Area Scrub-up	2.14	sq.m.	Phase 2
50	Transfer Bay	14.35	sq.m.	Phase 2
51	Recovery Room	34.86	sq.m.	Phase 2
52	Minor Operating Room (Endoscopy)	17.75	sq.m.	Phase 2
53	Call Room w/ Toilet	16.47	sq.m.	Phase 2
54	Nurse Station 2	33.58	sq.m.	Phase 2
55	Changing Rooms	23.73	sq.m.	Phase 2
56	EE Room	2.14	sq.m.	Phase 2
57	Corridor 5	8.37	sq.m.	Phase 1
58	Central Sterilizing & Supply Room (CSSR)	32.10	sq.m.	Phase 1
59	Fire Exit stair 1	15.60	sq.m.	Phase 1
60	Nursery (Breastfeeding, Nurse Station)	18.49	sq.m.	Phase 1
61	Administration Office (Lobby,	17.05	sq.m.	Phase 2

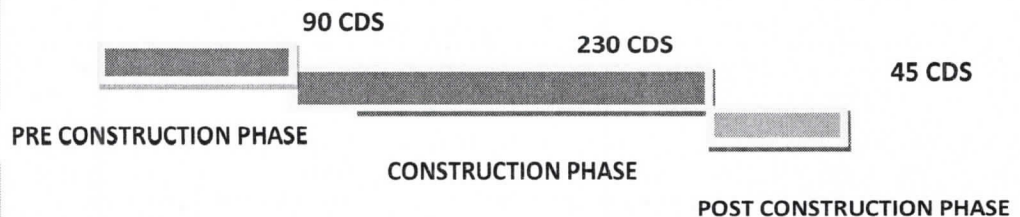
	Storage & Pantry)			
62	Information/ Consultation Area	37.82	sq.m.	Phase 2
63	Prayer Area	7.49	sq.m.	Phase 2
64	Nurse Station 3	24.20	sq.m.	Phase 2
65	Private Room 1	16.90	sq.m.	Phase 2
62	Private Room 2	16.90	sq.m.	Phase 2
63	Private Room 3	16.90	sq.m.	Phase 2
64	Private Room 4	16.90	sq.m.	Phase 2
65	Private Room 5	16.90	sq.m.	Phase 2
62	Private Room 6	16.90	sq.m.	Phase 2
63	Private Room 7	17.90	sq.m.	Phase 2
64	Private Room 8	16.90	sq.m.	Phase 2
65	Private Room 9	16.90	sq.m.	Phase 2
62	Semi Private Room 1	16.90	sq.m.	Phase 2
63	Semi Private Room 2	16.90	sq.m.	Phase 2
64	Linen Closet	2.43	sq.m.	Phase 2
65	Janitor's Closet	6.65	sq.m.	Phase 2
66	4-Bed Pedia Ward (Non-AC)	25.35	sq.m.	Phase 2
67	4-Bed Student Male Ward 2 (Non-AC)	17.90	sq.m.	Phase 2
68	4-Bed Student Female Ward 2 (Non-AC)	17.91	sq.m.	Phase 2
69	Corridor 6	74.81	sq.m.	Phase 2
70	Fire Exit 2	20.52	sq.m.	Phase 2
71	Corridor 8	13.40	sq.m.	Phase 1
	Subtotal for Phase 1 only	87.96	sq.m.	
B	BUILDING EXTENSION			
71	Administration Office (Inclusive of common toilet)	68.78	sq.m.	Phase 2
72	Corridor 7	23.40	sq.m.	Phase 1
73	Nursery (Premature, Pathological)	18.76	sq.m.	Phase 1
74	Central Sterilizing & Supply Room (CSSR)	32.56	sq.m.	Phase 1
75	Corridor 8	26.38	sq.m.	Phase 1
76	Private Suite 1	17.75	sq.m.	Phase 1
77	Private Suite 2	17.49	sq.m.	Phase 1
78	Private Suite 3	17.75	sq.m.	Phase 1

79	Fire Exit 3	22.88	sq.m.	Phase 1
80	Storage	4.78	sq.m.	Phase 1
81	4-Bed Student Male Ward 2 (Non-AC)	7.44	sq.m.	Phase 1
82	4-Bed Student Female Ward 2 (Non-AC)	7.43	sq.m.	Phase 1
83	4-Bed Student Male Ward 1 (Non-AC)	7.44	sq.m.	Phase 1
84	4-Bed Student Female Ward 1 (Non-AC)	7.44	sq.m.	Phase 1
85	Isolation Room 1	16.90	sq.m.	Phase 1
86	Isolation Room 2	17.40	sq.m.	Phase 1
87	Isolation Room 3	16.90	sq.m.	Phase 1
88	Fire Exit 4	22.06	sq.m.	Phase 1
89	Storage	4.47	sq.m.	Phase 1
90	Information/ Consultation Area	10.66	sq.m.	Phase 2
91	Corridor 9	28.10	sq.m.	Phase 1
92	Roof Deck	112.09	sq.m.	Phase 2
	Subtotal for Phase 1 only	317.33	sq.m.	
	Total Area for Phase 1 Only	843.415	sq.m.	

❖ Permit to Construct Not Included

❖ **TIME SCHEDULE**

Total: 365 calendar days



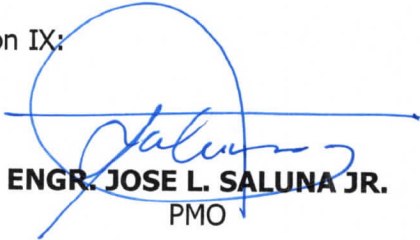

Note:

The clock will stop every submission of report and resumes only after receipt of written approval to proceed to the next phase/stage.

DRAWINGS	PLANS AND DRAWINGS
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	
REQUEST FOR CLARIFICATION	March 17, 2019 ; 10:00 A.M.
POSTING OF BID BULLETIN	March 21, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	March 28, 2019 ; 10:00 A.M.

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The End-User clarified that the bidder should submit the plans /drawing indicated in Section VII as Conceptual Design Plans. The Bidder clarified in the Bill of Quantities if the quantity should be in lot. The End-User clarifies that the quantity on the BOQ should be lot. The Bidder requested for a One (1) week extension for the Submission and Opening of Bids. The PMO-In-Charge discussed 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 come up with a responsive bid.
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 Thursday, March 14, 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 CONTRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>