



PRE-BID CONFERENCE

Project No. 2019-13: Construction of One (1) Storey Pumphouse Building and Perimeter Fence (MSU Compound, General Santos City)

July 25 2019, 1:30pm

GSCWD Bldg., Boardroom, General Santos City

MINUTES OF THE PROCEEDINGS

I. Attendance

BAC Members

Engr. Rogelio A. Besana, Jr.	-	Vice Chairperson
Francisco R. Alolod Jr., CPA	-	Member
Engr. Cornelio T. Turija, Jr	-	Member
Samcelle B. Valenzuela	-	Member
Maritess P. Primaylon	-	Member
Engr. Michael Gabales	-	TWG Head
Judy Lim-Pasman	-	TWG
Engr. Celia N. Dandan	-	TWG

Bidders

Ellen Mae Japos	-	Winch Mechanical Innovations
Mary Joy Japos	-	Winch Mechanical Innovations
Nicole Joy Espesor	-	Hanna Via Construction, Inc.
Marilyn Dagoy	-	Leighcheen Construction
Andrew O. Eloppe	-	Rico Uy Construction Services
Jon Mark Vicente	-	Rico Uy Construction Services
Rodel Singson	-	Freden Construction
Victoria Salaum	-	Kevin Yoshi Builders

BAC Secretariat

Agnes P. Tampico
Rauline Kaye F. Autida

Absent

Ferdinand S. Ferrer, MPA	-	Chairperson
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II. Call to Order

The conference was called to order at 1:30 pm and was presided by the BAC Vice-Chairperson, Engr. Rogelio A. Besana, Jr.

BAC Secretary Rauline Kaye F. Autida went over the attendees. Six (6) prospect bidders attended the pre-bid conference, namely: Winch Mechanical Innovations, Hanna Via Construction, Leighcheen Construction, Rico Uy Construction Service, Freden Construction, and Kevin Yoshi Builders.

There were no representatives from the Commission on Audit, Kiwanis and PICE who were invited to observe and witness the conduct of the Pre-Bid Conference.



III. Highlights of the Proceedings

As to the Bidding Process

BAC Chairperson, Mr. Francisco R. Alolod, CPA discussed the following points:

- The Approved Budget for the Contract (ABC) is **Two Million Four Hundred Sixty Nine Thousand Nine Hundred Ninety Pesos & 79/100 Pesos Only (Php 2,469,990.79)**.
- It was discussed to the prospective bidder the two-envelope system and the components for each envelope. The First envelope is composed of the Class A Eligibility & Technical Documents and the second envelope is the Financial component.
- The following are the Class A Eligibility Documents:
 - PhilGEPS Certificate Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office of Post.
 - Must attach Certificate of PhilGEPS Registration – **Platinum Membership and its Annex A**, as proof of submission of Eligibility Documents.
 - Bidders were reminded that if any requirement in the Annex A is found expired (*except for Tax Clearance*), they can attach their proof of renewal process (e.g. receipts).
 - Statement of all its ongoing and completed government and private projects within **two (2) years (civil, structural steel works, pile driving)** prior to the deadline of the submission, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
 - Bidder/s may submit ongoing or completed projects of *civil, structural works, and pile driving (projects similar to the contract to be bid)*
 - Supporting documents include: Notice of Award and Notice to Proceed
 - Statement identifying the bidder's Single Largest Completed Contract (SLCC) or similar to the contract to bid. The statement shall include the following: a) name of contract, b) date of contract, c) contract duration, d) owner's name and address, e) nature of work, f) contractor's role, g) total contract value at award, h) date of completion or estimated completion, if applicable, i) percentages of planned and actual accomplishments, if applicable, j) value of outstanding works, if applicable. SLCC must be **at least 50% of the Project ABC**.
 - The bidder's SLCC similar to the contract to be bid should have been completed within **two (2) years (civil, structural steel works, pile driving)** prior to the deadline for the submission and receipt of bids.
 - Bidder/s may opt to use any of the similar projects presented in submitting an SLCC
 - Supporting documents include: Certificate of Work Completion, Final Acceptance, Notice of Award, and Notice to Proceed
 - Philippine Contractors Accreditation Board (PCAB) License
 - Small B Category
 - NFCC Computation in accordance with ITB Clause 5.5; **K = 15**.
 - NFCC figures must coincide with the figures in the PhilGEPS Annex A
 - The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR
- Here are the composition of the Technical Documents:
 - The Bid Security shall be limited to Bid Securing Declaration or at least one (1) other form in accordance with the following amount;
 - Cash (2% of ABC) = Php 49,399.82
 - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 49,399.82



E. Fernandez St., Brgy. Lagao, General Santos City
Telephone No.: 552-3824; Telefax No.: 553-4960
Email Address: gscwaterdistrict@yahoo.com

- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 49,399.82
- Surety Bond (5% of ABC) = Php 123,499.54 valid *until* December 5, 2019 and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments. Only those bid securities procured from commercial and universal banks shall be allowed.
- Project Requirement, include:
 - Organizational Chart
 - List of Contractors Personnel (ref. BDS Clause 12.1 (b)(ii.2))
 - List of Contractors Equipment (ref BDS Clause 12.1 (b)(iii.3))
 - For equipment owned, present official receipt or any proof of payment
 - For equipment leased, present lease of contract of any memorandum of agreement
- Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184, using the form prescribed in Section IX of Bidding Forms, notarized.
 - Notarized
 - As for the winning bidder, authorized representative mentioned in the Sworn Statement must be responsible in attending the meetings or any transactions needed for this project
- Other reminders:
 - The Financial Component includes 1) Bid Prices in the Bill of Quantities, 2) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the bid, and 3) Cash flow by quarter or payment schedule.
 - Prospective bidders are instructed to provide one (1) original and four (4) photocopies of the documents for each component. The BAC prefers bid documents be identified with ticklers for easy location of file/s to be evaluated during opening of bids.
 - Deadline of Bids: **August 5, 2019, 12:00nn**; late bids shall be declared “late” and shall not be accepted.

As to the Technical Specifications

Engr. Ma. Celia N. Dandan discussed the Technical Specifications.

SCOPE OF WORK

The work consists of furnishing of materials, appurtenances, labor, equipment, tools, power, water and supervision for the completion of the proposed project as shown on plan and technical drawings specified in the scope of work herein.

All steel pipes and valves shall be supplied by GSCWD, wherein installation shall be done by the contractor.

BIDDER'S QUALIFICATION

Bidders / Contractors who are experienced in the field of construction.

Bidders / Contractors should have at least two (2) years' experience in civil, structural steel works and had completed at least two related construction projects in any Government or Private Institutions from the date of submission and receipt of bids.

OWNER

The word “owner” refers to the General Santos City Water District.

RESIDENT ENGINEER'S OFFICE

The contractor shall provide space as temporary office (bamboo house or payag) in the field for use by the Resident Engineer.

CONTRACTOR'S EMPLOYEES

The employees of the Contractor are not employees of the Owner. Hence, the Owner shall not be liable or responsible for any personal injury or damage including death caused by any of the employees of the contractor during the lawful performances of their duties.

CONTRACTOR'S SUPERINTENDENCE

A qualified superintendent shall be present in the work and shall provide competent supervision of the work, until its completion. The superintendent shall have full authority to act in behalf of the contractor, and all directions given by the Owner or authorize representative to the superintendent shall be considered given to the contractor.

EXTENSION OF TIME

To receive consideration, a request for time extension must be made in writing to the Owner through the Engineer stating therein the reason for said request and must be received by the Owner at least **Thirty (30) days prior to the expiration of the Contract time**. Failure to observe this reglementary period shall be a ground for outright denial of the request for time extension.

LIQUIDATED DAMAGES

The Contractor shall pay liquidated damages to the Owner if he fails to complete the work within the time agreed upon. It is understood that said payment is not a penalty but a fixed sum representing the liquidated damages for each calendar day of delay.

Computation of the said liquidated damages shall conform to the provision of RA 9184.

MONTHLY PROGRESS REPORT

The Contractor is required to submit to the Owner two (2) copies of Monthly Progress Report which shall include the following;

- a) Items of work accomplished for the month;
- b) Cumulative summary of work accomplished to date;
- c) Items of work scheduled for the following month.
- d) Project photos for the month.

The first Monthly Progress Report will cover the time from the date when the Notice to Proceed is issued until the end of the following month. Subsequently, monthly reports shall be submitted monthly thereafter until provisional acceptance of the project.

If the Contractor fails to submit Monthly Progress Report, the Owner may withhold approval of progress payment until the reports are received.

MONTHLY COORDINATION MEETING

There will be a monthly coordination meeting to be conducted every Two (2) weeks of the month to discuss issues and concerns of the project.

CONTRACT DURATION

Contract duration is **One Hundred (100) Calendar Days** and shall commence **Five (5) Days** after the receipt of Notice to proceed.

CONTRACT COMPLETION

Once the project reaches an accomplishment of 95% of the total contract amount, upon the request of the Contractor, may create an inspectorate team to make the preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the



remaining works, works deficiencies for necessary corrections and the specific duration / time to fully complete the project as agreed upon by the Owner and the Contractor.

INSPECTION OF PROJECT SITE

The Contractor shall inspect the site of the work in order to satisfy themselves by personal examination and/or by such other means as they may prefer, of the location of the proposed work and the actual visualization of the work to be done. He should be aware of the conditions which might affect the execution of this contract and has made provisions therefore in his bid.

PERMIT AND LICENSES

The procurement and payment of all necessary permits such as Zoning, Building, Electrical, Mechanical, Plumbing, Sanitary, etc., in the project implementation shall be the responsibility of the Owner.

CONTRACTOR'S PERFORMANCE

A negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor shall be a ground for blacklisting. The rules and procedures provided under GPPB (Government Procurement Policy Board) Resolution No. 40-2017 dated December 21, 2017, Approving the Revised Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants, shall apply thereof.

PUBLIC SAFETY AND HEALTH REGULATIONS

The Contractor shall comply with safe working practices and all health and safety regulations of the state and local health regulations of the state and local health regulatory agency. Furnish protective and lifesaving equipment for persons working at the site and provide a Contractor's All Risk Insurance for all his workers.

THIRD PARTY LIABILITY

The Owner shall in no case be held civilly or criminally liable due to the act or omission of the Contractor during the contract period or during the implementation of the required work thereof. Any liability that may arise to the third party shall be the sole responsibility of the contractor.

CONCRETE WORKS

All reinforcing steel bars used shall be of deformed type, new, free from rust, oil, defects, greases or kinks. They shall conform to the latest edition of National Structural Code for Buildings with a minimum grade equal to 275 Mpa (Grade 40) unless otherwise shown on the plans. Test of this materials, to determine its suitability shall be in accordance with the standards of the American Society for Testing and Materials (ASTM).

Concrete strength shall be 3,000 psi (20.68Mpa) at 28 days to be use for concrete floor, zocalo, columns, beams and foundations. Thickness of the concrete hollow blocks shall be laid with 500 psi. mortar and filler. No hand mixing shall be allowed during concreting operations.

TEST ON CONCRETE

The Owner will require Six (6) samples per pouring in preparation for testing on concrete to be made during the progress of the work. Two (2) cylindrical specimens shall be made for each tests on the 7th, 14th, 28th

CARPENTRY AND LUMBER WORKS

All lumber shall be in good quality of respectable kind for the various part of the construction, well-seasoned, thoroughly dry and free from large, loose or unsound knots saps shakes or other imperfection impairing the strength and durability or appearance. It shall be free from warp that cannot be corrected in the progress of bridging or nailing.

HARDWARE

Rough and finishing hardware shall be provided for the completion of the works. All hardware which are necessary to leave the work complete shall be provided, though same is not herein specifically mentioned.



PAINTING

The metal surfaces shall be clean, dry, and free from mill scale, rust, grease, oil, or any other substance that could affect the quality of the painting. It shall be well puttied and sand papered.

ARCHITECTURAL AND FENESTATION

All architectural and fenestration works and specification shall be referred to the Owner.

SPECIAL PROVISION

Installation of Electro-mechanical equipment such as Motor Control and Panel boards, Submersible pump and motor, etc. are not included in the contract however, provisions for rough-ins will be place as part of the contract.

VARIATION IN QUANTITIES

Bidders are reminded that the quantities are estimated and are for the purpose of comparing bids. The successful bidder shall complete all work items at the unit prices quoted in his bid, regardless of the variation between bid quantities and actual quantities required for completion of the work. Payment will be based on actual quantities furnished, installed or constructed.

PROJECT TURNOVER

During project's turn-over, Contractor is required to submit as-built plan. The contractor's deliverables are 100 percent accomplished either on each part and the site restored as is prior to construction.

LOGBOOK

A logbook shall be maintained by the Contractor and Engineer at all times in the project site reflecting the daily work activity, visitors, time extension, work suspension, change/extra work orders and circumstances affecting the program of work to be signed by both the Engineer and Contractor.

PROJECT SIGNS / COA SIGNBOARD

The Contractor shall furnish, erect and maintain one (1) project sign and one (1) COA signboard in accordance with the Standard Drawings. The location for the erection of these signs by the Contractor shall be as directed by the Engineer.

CLARIFICATIONS

Queries	BAC Response
Minimum Key Personnel	Minimum Key Personnel is composed of: Project Engineer, Foreman, Mason, Welder, Carpenter, Painter, Laborer (this is provided in the Bidding Documents) Bidder must provide Bio-data for Project Engineer & Foreman and an Organizational Chart.
Minimum Equipment	List is provided in the Bidding Documents. Upon Post-Qualification, winning bidder / contractor representative must be present in the inspection of equipment. Also, must be able to present proof of ownership or lease of contract.
Location of Project	MSU Compound, General Santos City
Inclusion in the Project is the Installation of Discharge Pipes and Appurtenances	The components / appurtenances for the discharge piping (Y-Strainer, Flowmeter, Checkvalve, Gatevalve and Steel Pipe) shall be supplied by the Owner (GSCWD). The Winning Contractor shall install the piping including appurtenances. Steel flanges and necessary materials to complete the installation shall be provided by the contractor.
Liquidated Damages	Contractors must be fully aware that the District is imposing liquidated damages as per RA 9184.
Request for Time Extension	Winning contractor must prepare a request letter 30 days prior the contract expiry.

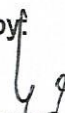


Testing of Materials	Testing of materials shall be conducted to accredited laboratories.
Aircondition	The Contractor must supply an air conditioner, split -type, 1 horsepower, for the control room. It is included under electrical equipment.
No electricity	Since the area has no electricity yet, BAC Vice-Chairperson, Engr. Besana, clarified that the welding machine should be engine driven type.
Bill of Quantities	Breakdown for Mechanical and Electrical Components shall be provided for the bidders as reference.
Retention Money	Release of retention, shall only be released once the project is completed and has been issued with certificate of project completion in lieu of surety bond. Certificate of Final Acceptance will be issued after the warranty period.
Discount Rate	Discount price of contractor is not accepted.

IV. Adjournment

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 5:00pm.

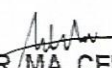
Prepared by:


RAULINE KAYE F. AUTIDA
BAC Secretary

Checked by:


AGNES P. TAMPICO
Head, BAC Secretariat

Reviewed by:


ENGR. MA. CELIA N. DANDAN
TWG Member


ENGR. MICHAEL GABALES
Head, TWG

Attested and approved by:

- absent -
FERDINAND S. FERRER, MPA
BAC Chairperson

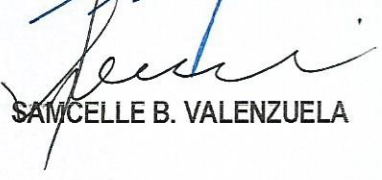
In conformity with the Bids and Awards Committee:


ENGR. ROGELIO A. BESANA, JR.
Vice Chairperson



BAC Members:


ENGR. CORNELIO T. TURIJA, JR.


SAMCELLE B. VALENZUELA


FRANCISCO R. ALOLOD, JR. CPA


MARITESS P. PRIMAYLON