



1 **MINUTES OF PRE-BID CONFERENCE**

2 SPMO, Conference Room

3 07 August 2017

4 **CSLT-003-17 REBID**

5 **CONSTRUCTION MANAGEMENT CONSULTANCY SERVICES FOR THE PROPOSED 4-STOREY**  
6 **ECONOMICS AND MANAGEMENT STUDIES CENTER**

7 Present:

8 *Bids and Awards Committee:*

9 Dr. Arthur L. Fajardo - *Vice Chairman*

10 Engr. Gregorio S. Pacual - *Member*

11 Ms. Janina M. Yuson - *Member*

12 Engr. Mariso M. Arzadon - *Provisional Member*

13 *Legal Consultant:*

14 Atty. Paul Kenneth B. Davis

15 *BAC Secretariat:*

16 Ms. Liza G. Custodio – *BAC SEC Chair*

17 Ms. Jaybee M. Punzalan – *Member/ Secretary*

18 Ms. Maria Criselle Y. Pasuquin - *Member/Secretary*

19 Ms. Mercy Gladys S. Cuenca - *Member/Secretary*

20 *Observer:*

21 Mr. John Benvers A. Malabanan- *ICO*

22 *OVCPCD Representatives:*

23 Arch. Francis Rod Domincel

24 Ms. Jenifer Marciano

25 *ADHOC TWG:*

26 Dr. Jose Camacho

27 Prof. Nanette Aquino

28 The Pre-bid Conference for **CSLT-003-17 REBID CONSTRUCTION MANAGEMENT CONSULTANCY**  
29 **SERVICES FOR THE PROPOSED 4-STOREY ECONOMICS AND MANAGEMENT STUDIES CENTER** was  
30 held on 07 August 2017 at 11:05AM presided by Dr. Arthur L. Fajardo - Vice Chairman.

31 Other persons in attendance were:

32 *Shortlisted Consultant:*

33 Mr. Rolando Paule – A.C. ONG CONSULTING INC.

34 **Matters Discussed:**

35 The BAC discussed the revised Terms of Reference for clarifications by the Shortlisted Consultant. The  
36 summary of the requirements for the project is indicated in the Checklist of Requirements for bidders.  
37 (Attachment 1)

38 Moreover, the Terms of Reference were reviewed with the following queries, clarifications or corrections:

39 **QUERIES:**

40 \*Query. 1. Representative of A.C. ONG CONSTRUCTION inquired as to when will be the start of the scope of  
41 work for the project.

42 The committee clarified that their scope of work will start during the Construction Phase.

43 \*Query. 2. Representative of A.C. ONG CONSTRUCTION asked updates regarding the design.

44 The project will be starting on the Schematic Design Phase.



45 In view of the query of the Special Power of Attorney, the representative provided the copy of Special Power of  
46 Attorney.

47 \*Query. 3. Representative of A.C. ONG CONSTRUCTION inquired if they can have a copy of the Terms of  
48 References.

49 The consultant will be furnished with a copy of **Part II Philippine Bidding Documents w/ Terms of Reference**  
50 once they have paid the bidding fee amounting to **PhP5,000.00**.

51 \*Query. 4. Representative of A.C. ONG CONSTRUCTION asked if the Project Key Personnel will be required  
52 in full-time.

53 The Project Key Personnel are required in the project as mentioned in the responsibilities and as the need  
54 arises. Those Project Support Personnel are required to work in full-time.

55 **CLARIFICATIONS/CORRECTIONS:**

- 56 • **8.0. Building Design** which will be development by Pros Architect & Engineers.
- 57 • **10.2. Project Cost Components Contract Cost of Construction Management Services (ABC)**  
58 is amounting to PhP4,390,900.00.
- 59 • **10.4. Approved Budget for Construction Management Consultancy Services “from design to”**  
60 was excluded in the term.
- 61 • **“11.3. The ARCHITECT’S Notice to Proceed was given on 24 March 2017”** was excluded in the  
62 Section.
- 63 • **16.7 and 16.8 under 16.0 DUTIES AND RESPONSIBILITIES OF THE CONSTRUCTION**  
64 **MANAGEMENT CONSULTANT were merge into one paragraph** and was reiterated by the committee  
65 since it is regarding gross negligence.
- 66 • **17.0 SCOPE OF SERVICES and Construction Phase Supervision, B) 19.0 PROJECT MANNING**  
67 **REQUIREMENTS specifically Table. 3 PROJECT KEY PERSONNEL & Table 4. Project Support**  
68 **Personnel, and C) 20.0 FEES AND EXPENSES specifically Table 5. SCHEDULE OF PAYMENT OF**  
69 **PROFESSIONAL FEES** were discussed by the committee.

70 The period for the CONSTRUCTION MANAGEMENT CONSULTANT’s services is expected to be **365**  
71 **Calendar Days** divided in phases as follows:


- 72 (a) *Construction Phase - 44 weeks, to be synchronized with the calendar of the GENERAL*  
73 *CONTRACTOR*
- 74 (b) *Post Construction Phase - 8 weeks*

75 The changes will be posted as Bid Bulletin at the PhilGEPS and BAC UPLB websites and in a conspicuous  
76 place within the University after clarification the end-users.

77 The deadline for the submission and opening of technical and financial documents is scheduled on **24 August**  
78 **2017 at 2:30 pm**.

79 There having no other remaining topics for discussion, the pre-bid conference adjourned at 12:09 pm.

80 **PREPARED:**

81   
82 MARIA CRISELLE Y. PASUQUIN  
83 BAC Secretariat, Member/Secretary

**CONCURRED WITH:**

84   
85 LIZA G. CUSTODIO  
86 BAC Secretariat, Chair

84 **APPROVED:**

85   
86 DR. ROSSANA MARIE C. AMONGO  
87 BAC Infrastructure, Chair