



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 006-2021

DATE : 19 February 2021  
 TIME : 10:00 a.m.  
 VENUE : Function Room B, 7<sup>th</sup> Floor, PPA Bldg.  
 ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member (via zoom)
Josephine M. Napiere	-	Regular Member (via zoom)
Diane Steffi T. Guillamon	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member
Genaro P. Mancio, Jr.	-	Provisional Member, End-User, PPD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Milagros Lourdes P. Perez	-	Assistant Head
Darlene V. Ambay	-	Member, Secretariat (via zoom)
Mitchie F. Manatad	-	Head, TWG
Charlemagne V. Santillan	-	Member, TWG
Jenneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG
Aida T. Dela Cruz	-	Member, TWG
Christopher H. Ornum	-	PPDD
Maylyn Acuña	-	PPDD
Maria Fe Esguerra	-	PPDD

Contractor's Representatives:

Erika Mijares	-	Cytracon Corporation
Jasper Flores	-	Trix-Zion Ventures
Ralf Andrew Calanza	-	KB Industrial, Inc.
Marvin Carpio	-	CTC Construction & Supplies
Charilyn Echevere	-	Trilex Builders & Construction Supply, Inc. (via zoom)
Daniel Larita	-	Solenko Construction (via zoom)

## CALL TO ORDER:

The Head Secretariat read the attendance of the BAC Members, TWG and Secretariat Members and the Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 10:10 a.m.

## HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Pre-Bid Conference for the following projects: a.1) Renovation of PPA Head Office Canteen; a.2) Renovation of PPA Building Main Lobby; a.3) Renovation of PPA Building 6<sup>th</sup> Floor Lobby; and a.4) Renovation of Toilets; and b) Pre-Procurement Conference for Provision of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports.

2. Pre-Bid Conference for the following projects:

2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

### 2.1.1 Renovation of PPA Head Office Canteen

2.1.1.1 Mr. Carpio, representative of CTC Construction & Supplies asked if they are required to attach the list of their experience, considering that they have a PCAB License Category AA. The Chairperson clarified that although the project involves POW and installation schedule, the procurement is classified as procurement of goods and not an infrastructure procurement. Hence, the requirements are different as compared to procurement for civil works. The specific requirements based on the TOR should be attached.

2.1.1.2 Ms. Echevere, representative of Trilex Builders & Construction Supply, Inc. requested for a copy of the checklist of requirements for the project. The Head, Secretariat informed the prospective bidders that the checklist is appended in the bid documents. She added that said checklist is likewise available at the BAC Office and that it is posted at the PPA website and PhilGEPS as part of the bid documents.

2.1.1.3 The Head, Secretariat informed the prospective bidders that the project is under early procurement. She then emphasized the following early procurement activities:

- If the Corporate Budget of the Authority has not yet been released prior to the award of the contract, the Authority will not award the contract until the release of the said budget.

- If there is a need for the extension of the validity of the bid securities beyond 120 calendar days, the validity of the security should be also be extended.
- Changes in the form of the bid security is allowed provided that it is made prior to the expiration of the said bid security. If the bidder refuses to extend the bid security, the procuring entity shall reject the bid submitted by the said bidder.

The Head, Secretariat read the schedule for the submission of bids which is on March 4, 2021 at 9:00 a.m., while the opening of bids is at 10:00 a.m. of the same date.

#### 2.1.2 Renovation of PPA Building Main Lobby

2.1.2.1 There were no queries posed by the prospective bidders.

2.1.2.2 The Head Secretariat informed the Committee that the project is under early procurement. She then read the schedule for the submission of bids which is on March 4, 2021 at 1:00 p.m., while the opening of bids is at 2:00 p.m. of the same date.

#### 2.1.3 Renovation of PPA Building 6<sup>th</sup> Floor Lobby

2.1.3.1 There were no queries posed by the prospective bidders.

2.1.3.2 The Head Secretariat informed The Head Secretariat informed the Committee that the project is under early procurement. She then read the schedule for the submission of bids which is on March 5, 2021 at 9:00 a.m., while the opening of bids is at 10:00 a.m. of the same date.

#### 2.1.4 Renovation of Toilets

2.1.4.1 Mr. Flores, representative of Trix-Zion Ventures raised the following queries and clarifications:

- a) Whether all the toilets located at the PPA main building will be the subject of renovation. Mr. Dimaculangan clarified that the toilets referred to in the bid documents are the common toilets from the 1<sup>st</sup> to the 7<sup>th</sup> floor of the PPA Main Office, which is basically for male, female and PWDs.
- b) Whether the project is under procurement of goods. The Head, Secretariat affirmed.

When asked if there would be a problem if the bidder is a construction company. Mr. Dimaculangan said that there would be no problem if the bidder is a construction company

as long as the bidder can supply the items required under the TOR. The Chairperson added that with regard the submission of requirements, the bidder should indicate if they are compliant and at the same time, they should attach the corresponding attachment as a proof of their compliance.

2.1.4.2 Ms. Echevere, representative of Trilex Builders & Construction Supply, Inc. asked if the bidders could conduct a site inspection considering that the project involves renovation. The Chairperson stated that said matter can be coordinated with the Administrative Services Department.

2.1.4.3 Mr. Larita, representative of Solenko Construction raised the following queries and clarifications:

- a) On the requirements for purchasing bidding documents. The Head, Secretariat informed the prospective bidders that the bid documents costs PhP25,000 and can be purchased at the BAC Office, 5<sup>th</sup> floor of the PPA Main Office Building. Interested bidder should also register and pay a registration fee of PhP500.
- b) With regard the number of copies for the bid submission. The Head, Secretariat informed the prospective bidders that they should submit seven (7) copies of the bid documents. One (1) original and six (6) duplicate copies for the technical and the financial proposals. It should be hard-bound, book-bound and properly labelled with index tabs.

2.1.4.4 The Head, Secretariat read the schedule for the submission of bids which is on March 5, 2021 at 1:00 p.m., while the opening of bids is at 2:00 p.m. of the same date.

### 3. Pre-Procurement Conference for Provision of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports

3.1 The Chairperson commented that it should be clarified during the pre-bid conference that the project is for the procurement of security screeners as outsource personnel and not for the procurement of security guards. Hence, the bidders should duly fill-out the required forms, as required under the TOR.

When asked if the number of screeners required for the project was revised as compared to the previous TOR, Mr. Mancio replied that they still proposed the same number of security screeners. However, the Approved Budget for the Contract (ABC) was revised because of the requirement for the Radiation Survey Meter as required by Food and Drug Administration

(FDA), which is basically to monitor the level of contamination and exposure to radiation of the screeners.

3.2 Atty. Manatad raised her comments and concerns as follows:

- a) It seemed that the provision for the similar contract was deleted. The Chairperson requested the End-User to make sure that the provision for the similar contract is the same as that indicated in the TOR previously presented.
- b) On the specific ISO certification required, Mr. Mancio stated that they will specify the said requirement.
- c) On who will issue a document to be evaluated by the TWG during the opening of bids to ensure that the screeners have no derogatory records on all government entities. Mr. Mancio said that the said requirement is the same as the Certificate of No Pending Case, hence, the submission of the DOLE Certification of No Pending Case will suffice.
- d) Whether the new schedule of the contributions for the SSS which was effective January 2021 was considered in the computation of the ABC. Mr. Mancio affirmed.
- e) Atty. Manatad suggested that the provision for the computation of overtime pay and service incentive leave and that the 12% VAT should be based on the gross receipts and not on the administrative cost, should be incorporated in the TOR. According to her, the said provision will serve as guidance for the bidders, since said matters were the common cause why a bidder fails. The Chairperson directed the End-User to coordinate with the HRMD on the matter.

The Chairperson inquired if there is a prohibition for the Authority to directly notify the prospective bidders that a pre-bid conference will be conducted and encourage them to attend the same. The Head, Secretariat said that there is no prohibition to directly invite the bidders to attend the pre-bid conference, however, the bidders are not required to attend.

3.3 The Vice-Chairperson inquired if the insurance coverage should also be part of the table of computation of the bidders. Atty. Manatad said that the insurance coverage is part of the computation of the administrative cost.

3.4 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference for the Provision of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports, be considered complete and that the project be the subject of procurement and publication/posting, subject to the submission of a revised TOR.

4. There being no other matters to be discussed, the meeting adjourned at 11:30 a.m.

Certified Correct:

  
**LOLITA D. SOLIS**  
Head, BAC Secretariat

Approved:

  
**MARK JONES PALOMAR**  
Chairperson, BAC-PGCS