

MINUTES OF PRE-BID CONFERENCE

September 12, 2018, 10:00AM

***(Repair of Mini-Gym and Facilities at Training Center Compound, Poro, San Fernando City, La Union)***

Present :

Fernando Z. Nipal	- Chairman, BAC
Remedios A. Trinidad	- Vice-Chairman, BAC
Crisanto A. Alba	- Member, BAC
Demosthenes P. Ferraro	- Member, BAC
Sonia B. Rojo	- Member, BAC
Ryan B. Mercado	- Head, TWG
Ian C. Cortez	- Member, Secretariat
Elenita B. Libunao	- Member, Secretariat
Joven R. Yasay	- Member, TWG
Mysen I. Publico	- Representative, COA
Sheryl V. Medina	- Representative, J.A. Olivar Engineering Design, Construction and Supplies

Absent :

Reynaldo C. Bautista	- Head, Secretariat
Silverio L. Mangaoang III	- Member, TWG

The BAC Chairman, as the Presiding Officer, greeted the body and informed that the agenda for the meeting is Pre-Bid Conference for the project “***Repair of Mini-Gym and Facilities at Training Center Compound, Poro, San Fernando City, La Union***”.

The Chairman requested the Secretariat to introduce the members of the BAC and observers present as well as the representative from the prospective bidder and determine if there was a quorum.

After the Secretariat declared the presence of a quorum, the Chairman called the meeting in order. The Chairman noted that only observer from the COA was present during the meeting despite notices/invitations sent to the observers.

The Chairman informed the body of the purpose of conducting the Pre-Bid Conference. He also asked the Secretariat to read the salient features of the GPPB Circular 02-2018 dated March 9, 2018 to inform the authorized representative of its participation in the Pre-Bid Conference.

The Chairman requested the ESD Manager/BAC Member to discuss briefly the description, requirements and scope of work of the project. After all the matters pertaining to the said project have been discussed, the Chairman asked the authorized representative of the prospective bidder if she had issues/concerns regarding the project for clarification.

As there were no matters for clarification raised by the authorized representative, the body proceeded to discuss the following “Important Reminders to the Bidder”:

1. Review carefully all the requirements indicated in the checklist of requirements. Any missing document indicated in the checklist is a ground for outright rejection of the bid.
2. Each bidder shall submit one (1) original and two (2) reproduced copies each of their Technical and Financial Bid. The original should be marked as “original” and the copies marked as “copy no. 1 and 2”. The original and second copies of the bid documents should be properly labeled, indicating thereon the name of the project, contact number, name and address of the contractor and the name and address of the implementing agency and which should be book-bound with corresponding index tab. ***Screw-bound, ring-bound or combo-bound bid documents are not acceptable.*** Failure to comply with these requirements shall be a ground for automatic disqualification of the bidder, hence, the bid documents will be returned and will not be evaluated.
3. Bidders shall submit their bids using the appropriate forms provided in Section VIII. Bidding Forms, of the Bid documents on or before the deadline for submission of bids.

Forms must be completely filled out without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

4. All footnotes indicated in the bidding form as part of the bid documents are important and should be strictly complied with. Failure to comply thereon will result to disqualification.
5. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the bidder. Any interlineations, erasures or overwriting shall be valid only if signed or initialed by the bidder or his/her duly authorized representative/s. Failure to comply thereon will result to disqualification.
6. The Mayor's Permit should be current and issued by the city or municipality where the principal place of business of the prospective bidder is located.
7. The values of the bidder's current assets and current liabilities based on the data submitted to the BIR, through its Electronic Filing and Payment System (EPFPS) shall be the basis in the computation of the NFCC. **CLC shall no longer be accepted as an alternative to the prospective bidder's computation of NFCC.**
8. The bidder may opt to use any of the following bid security which has a validity of 120 c.d.
  - Cash or cashier's/ manager's check issued by a Universal or Commercial Bank – 2% of the ABC
  - BID SECURING DECLARATION – an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award (NOA) and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.
9. All documents submitted in satisfaction of the bidding requirements shall be authentic copies of the original, complete and all statements and information provided therein shall be true and correct.
10. Surety bonds issued by PPA blacklisted insurance companies as well as those companies not authorized by the Office of the Insurance Commission are not acceptable. Failure to comply thereon will be a ground for disqualification.
11. A bidder who intends to submit bids in more than one PPA project and was declared as lowest bidder in two or more projects shall ensure that NFCC is sufficient because said projects will be implemented simultaneously.
12. The administrative penalty of suspension for one (1) year for the first offense and suspension of two (2) years for the second offense from participating in the public bidding process, as well as disqualification from further participating in the public bidding being undertaken by PPA shall be imposed on bidders or prospective bidders who are habitually withdrawing from bidding, submitting late bids or patently insufficient bid for at least three (3) times within a year, except for valid reasons to be determined by the BAC.
13. The representative/s of the bidders attending the pre-bid conference and opening of bids should present a written Authorization showing that they are duly authorized representative of the company having authority to attend all the procurement activities of each specific project.

The body reminded the representative of the prospective bidder to attach Income Tax Return 2017 and Second Quarterly Income Tax Return 2018 (Form 1701Q or 1702Q) in their technical documents for submission to the BAC. The body also reminded the representative of the schedule of submission of bids and the criteria of bidding.

There being no other topics for discussion, the BAC Chairman adjourned meeting at 10:05 AM.

Prepared by:

  
**IAN C. CORTEZ**  
Member, BAC Secretariat

Approved:

  
**FERNANDO Z. NIPAL**  
BAC Chairman

Noted:

  
**MARIETA G. ODICTA**  
Port Manager