Philippine Ports Authority

PORT MANAGEMENT OFFICE-BOHOL

BIDS AND AWARDS COMMITTEE

EXCERPTS OF THE MINUTES OF THE BAC PRE BIDDING CONFERENCE FOR THE PROJECT, BUENAVISTA PORT DEVELOPMENT PROJECT

BHL BAC No. 2020-01

DATE : 27 January 2020

VENUE : ESD Conference Room, PMO-Bohol Admin Building, Port Area, Tagbilaran City

ATTENDANCE:

Bids and Awards Committee

EDGAR R. ASIBAL	-	Chairperson
PEARLIE ANN P. SENO	-	Vice Chairperson
RICHARD S. ELOPRE	-	Regular Member *(on travel)*
GIL P. ARANETA	-	Provisional Member
JUANITO C. AÑORA	-	End-User, TMO-Getafe

Technical Working Group

ELEAZER U. PIEL	-	Head, TWG
ROMEO G. CABADING II	-	Member, TWG
VENUS MARICHELLE A. TOROY	-	Member, TWG

Secretariat

IRENE S. CLOMA	-	Head, Secretariat
NAOME A. AMPLAYO	-	Member, Secretariat
JO H. BOMPAT	-	Member, Secretariat
BETHELOU P. PATATAG	-	Member, Secretariat

Observers

FE BOISER	-	Social Action Center of Tagbilaran Diocese

Bidders

LINA MARIE LEONG	-	LAJ Trucking & Builders Inc.
JEOMAR BAUTISTA	-	KKCCDC
ALLAN M. LADARAN	-	ZET Construction
JOHN PAUL C. SISMAR	-	Harbor Star Shipping Services Inc.

PRELIMINARIES:

The Pre-Bidding Conference for the Buenavista Port Development Project started at 2:07 P.M. It started with a prayer followed by the reading of the attendance by the Head Secretariat, Ms. Irene S. Cloma. Majority of the BAC members were present and therefore constituted a quorum as declared and presided by the BAC Chairperson, Mr. Edgar R. Asibal.

DELIBERATION

The Invitation to Bid was first discussed by Engr. Eleazer U. Piel, Head-TWG. The Approved Budget for the Contract (ABC) for the said project was Thirty Five Million Six Hundred Eighty Thousand Two Pesos and 01/100 (Php 35,680,002.01), and the completion of work was required in 360 calendar days.

Engr. Piel discussed thoroughly the following:

1. **<u>The First Envelope must contain the following documents:</u>**

   - ❑ DTI/SEC/CDA Registration;
   - ❑ Valid Mayor's permit for principal place of business;
   - ❑ Tax clearance;
   - ❑ PhilGEPS Certificate of Registration;
   - ❑ Duly signed statement of all on-going contracts *(forms are included in the Bid Docs);*

❑ Valid PCAB License and Registration;

❑ Statement of Single Largest Contract Completed (SLCC), similar to the contract to be bid and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid;

❑ Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. Income tax return should be filed Electronically using EFPS, pursuant to E.O. 398 and RR 3-2005 (GPPB Circular No. 02-2005) non-compliance with E.O. 398 will be marked "failed";

❑ If no Joint Venture, just attach a sheet of paper marked, JOINT VENTURE-NONE;

❑ Notarized Bid Security Declaration or Bid Security in the prescribed form, amount and validity period;

❑ Duly Signed Contract/Project Organizational Chart for the contract to be bid (Project Manager, Project Engineer, Materials Engineer, Construction Safety and Health Officer, Foreman);

❑ Duly Signed List of Contractor's Key Personnel (Project Manager; Project Engineer; Materials Engineer, Construction Safety and Health Officer & Foreman) to be assigned to the contract to be bid with their complete qualification and experience data (PRC License, PTR, Cert. of Employment, Bio-data, Contractors Letter-Certificate to Procuring Entity and Certificate of Training for Materials Engineer (accredited by DPWH), Certificate of Training for the Construction Safety and Health Officer;

❑ Duly Signed List of Contractor's Equipment (owned, leased or under purchase agreement) supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project and proof of ownership; and

❑ Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB.

2. **<u>The Second envelope shall contain the following:</u>**

❑ Financial Bid Form;

❑ Duly Signed Bid Prices in the Bill of Quantities;

- ❑ Duly Signed Construction Schedule and S-Curve;
- ❑ Duly Signed Detailed Estimates (with summary on labor, materials and equipment rates) and
- ❑ Duly Signed Cash Flow by Quarter and Payments Schedule.

3. <u>Sealing and Marking of Bids</u>

Bidders shall enclose their original eligibility and technical documents described in in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL BID."

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___," respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4. <u>Modification and Withdrawal of Bids</u>

The Bidder may modify its bid after it has been submitted; provided that the modification is received by the BAC prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid but shall be allowed to submit another bid equally sealed and properly identified linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the deadline shall not be considered and shall be returned to the Bidder unopened.

A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the BAC prior to the deadline for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

Bids must be received by the BAC on or before **February 10, 2020** at **10:00 A.M**, followed by the Opening of Bids at 10:30 A.M. "Late" Bids shall not be accepted.

Engr. Piel also presented the development plan and other engineering aspects of the project.

ADJOURNMENT

There being no other matters raised, presented or discussed, the pre-bidding conference was adjourned at 4:10 PM.

Prepared by:

NAOME A. AMPLAYO
Member, Secretariat

Reviewed by:

IRENE S. CLOMA
Head, Secretariat

Approved by:

EDGAR R. ASIBAL
BAC Chairperson