Philippine Ports Authority

PORT MANAGEMENT OFFICE-BOHOL

BIDS AND AWARDS COMMITTEE

EXCERPTS OF THE MINUTES OF THE BAC MEETING

BHL BAC 2019-003

PRE-BIDDING CONFERENCE FOR THE FOLLOWING PROJECTS:

PUBLIC BIDDING

1. **Supply and Delivery of 4-seater Gang Chair**

SMALL VALUE PROCUREMENT

2. **Repair of Mess Hall at the Back of the Newly Repaired Passenger Terminal Building (Jagna); and**
3. **Repair and Maintenance of Port Facilities for Bien Unido, Talibon, Tapal, and Getafe Ports.**

DATE : 06 November 2019

VENUE : ESD Conference Room, PMO-Bohol Administration 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
GIL P. ARANETA	-	Provisional Member
HORMER R. DATANAGAN	-	End-User, TMO-Jagna

Observers

FE BOISER	-	Social Action Center of Tagbilaran Diocese

Bidders

DENNIS VALLEDOR	-	JIP PRINT WORKS
MARIA ALMA BARBOSA	-	CMGN SOLUTIONS
JENETH PELIGRO	-	SEE MANUFACTURING CONTRACTOR
GLORIA LEGASPI	-	FILCRAFTERS INC.
ANALOR B. CUTILLAR	-	PROGRESS HOME & OFFICE FURNISHINGS

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
BETHELOU P. PATATAG	-	Member, Secretariat
NAOME A. AMPLAYO	-	Member, Secretariat

CALL TO ORDER:

The pre-bidding conference was called to order at 2:41 P.M. presided by the BAC Chairperson, Mr. Edgar R. Asibal. The acknowledgment of the committee members and representatives from prospective bidders was done by Ms. Irene S. Cloma, Head BAC Secretariat, in which all BAC members were present and thereby constituted a quorum as declared by the BAC Chairperson.

HIGHLIGHTS:

The contents of the bidding documents and other requirements were thoroughly discussed and presented by Head of the Technical Working Group (TWG), Engr. Eleazer U. Piel - starting from the Checklist, Instruction to Bidders until the Sample Bid Forms.

The TWG Head discussed the Instructions to Bidders and particularly gave emphasis on the documents comprising the bid, such as:

Class "A" Documents

- Registration Certificate from the SEC, DTI for sole proprietorship and CDA for cooperatives
- Mayor's/Business permit issued by the city or municipality where the principal place of business is located
- Tax Clearance Certificate issued by the BIR per EO 398
- Statement of all ongoing and completed government and private contracts within the five (5)-year period including contracts awarded but not yet started. (Forms can be found in Section VIII. Sample Forms)
- 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 bid submission
- Net Financial Contracting Capacity (NFCC) or Credit Line Certificate (CLC)
- If Joint Venture Agreement (JVA), both parties must attach a PhilGEPS Certificate, if there is none just attach a sheet of paper indicating Joint Venture Not Applicable

Class "B" Documents

- Bid Security in accordance with ITB Clause No.18 or a Bid Securing Declaration
- Omnibus Sworn Statement using the form prescribed in Section VIII. Bidding Forms

Financial Component

The Financial Component shall contain the Financial Bid Form and Recapitulation of the Bid Amount.

Technical Specifications

The description and quantity of the gang chairs to be bid were thoroughly discussed by the TWG and the following items were clarified:

FROM	TO
Gang Chair, 4-seater with Black Pads	Gang Chair, 4-seater with **Blue** Pads
Mechanism Thickness : 3mm	Mechanism Thickness (**Beam**) : 3mm
Delivery of Goods: 60 calendar days	**90** calendar days
Additional Specifications:	**Arm Rest in Between** **Quantity** : 220 units **Customized** - 20 units of 4-seater gang chair with PWD, Senior Citizen and Pregnant Women markings **Regular** - 200 units of 4-seater gang chair without markings

Format and Signing of Bids

- Bidders or their duly authorized representative/s shall submit their bid documents (**Technical Component** and **Financial Component)** on or before the specified deadline in two (2) separate sealed bid envelopes and these shall be submitted simultaneously. Each component must be prepared and submitted in three (3) copies; one (1) original and two (2) other copies and must be marked as "ORIGINAL" for the original copies and "COPY NO. ____" for the other copies.
- The submitted documents must be chronologically paged and properly book-bound; that is, either hard-bound or cloth-bound or paper-bound.
- The page number, as well as the signature of the authorized signing official must be placed and/or indicated on the lower right portion of the document.
- All pages must be signed or initialed by the authorized signatory.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the authorized signatory.

Sealing and Marking of Bids

- Original Documents must be enclosed and sealed in an envelope marked ORIGINAL-TECHNICAL COMPONENT and another envelope for ORIGINAL-

- FINANCIAL COMPONENT and these two envelopes must be enclosed and sealed in an outer envelope marked "ORIGINAL BID". Each copy of the first and second envelopes shall be similarly sealed and the inner envelopes must be
- Marked as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. These envelopes containing both the original and the copies shall then be enclosed in one single envelope or package.

One of the prospective bidders asked the committee if the delivery period can be changed to 90 days in anticipation of the holiday season.

The BAC reminded the bidders to check PhilGeps postings for any supplemental bid to clarify, modify, or amend the specifications.

Deadline of the submission of the Bid Proposals is on November 18, 2919 at exactly 10:00 A.M and reference time will be the Biometrics Machine located at the first floor of the PMO-Bohol Administration Building.

OTHER MATTERS

Small Value Procurement re Repair of Mess Hall at the Back of the Newly Repaired Passenger Terminal Building (Jagna); and Repair and Maintenance of Port Facilities for Bien Unido, Talibon, Tapal, and Getafe Ports.

Deadline of the submission of the Proposals is on November 19, 2919 at exactly 10:00 A.M and reference time will be the Biometrics Machine located at the first floor of the PMO-Bohol Administration Building.

ADJOURNMENT

There being no other matters discussed, the meeting was adjourned at 4:31 P.M.

Certified Correct:

11.08.2019

IRENE S. CLOMA
Head, Secretariat

Approved by:

EDGAR R. ASIBAL
BAC Chairperson