Standard Form Number: SF-INFR-32
Revised on: July 29, 2004

MINUTES OF PRE-BID CONFERENCE

BAC-PGCS/EP
Present:

GLENN S.LAGUNAY	-	BAC Chairperson
ORLANDO B. ENDEREZ	-	BAC Vice Chairperson
JENNELYN S. SIOSANA	-	BAC - Member
ROGELIO V. PATAN-AO	-	BAC - Provisional Member

Absent:
NONE

TWG
Present:

EDGARDO B. LLORADA	-	Head – TWG
VIRGINIO T. PUYAT	-	Member – TWG
LEONARDO REDONA	-	Member – TWG

Absent:
NONE

SECRETARIAT

VICTOR ANSEL O. TINGZON	-	Head BAC Secretariat

Absent:

FIDES DOROTEA R. HANOPOL	-	BAC Secretariat - Member

Observer:

JOHN MARTIN BACONG	-	COA Representative

Contractors:

ROLANDO SABULAO JR.	-	JVM Bollard Construction & Supply
NIÑO VIRGEL P. CABUEÑAS	-	NV & C Construction and General Supply
CLARISSE ROSEL CABUEÑAS	-	CABUEÑAS Construction
NARCISA VALENZONA	-	BELGES Construction and Supply
LEAH PAZ LOPIDO	-	SEGUA Construction & Enterprise
RUSSEL R. NOBIO	-	MN MACATO Builders
JOCELYN L. MIRALLES	-	JJ PALACIO Construction
ALMIRA BUENA	-	JJTP Builders

The Pre - bid Conference for the project;

- ✓ **Improvement of Existing Rock Causeway, Port of San Roque, Daram, Samar (PPA-DOTr-7100-P1000-20401010B)**

Philippine Ports Authority, PMO – Eastern Leyte/Samar Conference room, was called to order at @ 10:15 AM, January 24, 2020 presided by Glenn S. Lagunay – BAC-PGCS/EP-Chairperson.

1. Reading of Attendance and declaration of quorum
2. Reading and approval of previous minutes
3. Business Matters

   Presentation on the Technical and Financial components of the Bid and clarifying the required documents to be submitted by each bidder.

- ✓ **Improvement of Existing Rock Causeway, Port of San Roque, Daram, Samar (PPA-DOTr-7100-P1000-20401010B)**

  Contract duration – 180 Calendar Days

Instructions to Bidders

Eligible Bidders:

Unless otherwise provided in the BDS, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least 50% of the ABC stated in the BDS.

The NFCC must be at least equal to the ABC to be bid or a Commitment from a Universal or Commercial bank to extend a credit line at 10% of ABC in its favor if awarded the contract for the project (CLC).

Documents Comprising the Bid: Eligibility and Technical Components

Eligibility Components:

- ✓ PhilGEPS Certificate - Platinum Membership Registration - *In accordance with GPPB Circular 07-2017 - Deferment of the Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership dated 31 July 2017 effective 02 September 2017, 4.1.1 "For all procurement projects advertised and/or posted after the effectivity of this Circular, bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184."*
- ✓ Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;
- ✓ Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- ✓ Statement of all its ongoing and completed government and private contracts from the submission of bids, unless otherwise stated in the BDS, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following: (SF-INFRA-15 & SF-INFRA-16).
- ✓ Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for the Project;
- ✓ Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR of 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;
  It should be filled electronically using the 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".
- ✓ NFCC computation in accordance with ITB Clause 5.5;
- ✓ If applicable, valid Joint Venture Agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid.

Technical Components

- ✓ Bid Security with Official Receipt and Certification from an authorized Insurance Commission.
  Two Percent (2%) of ABC – Cash or cashier's/manager's check issued by a Universal or Commercial Bank.
  Two Percent (2%) of ABC – Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued b a forei n bank.

- ✓ List of contractor's personnel (viz, Project Manager, Project Engineer's Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; Attach the following: **Certificate of Employment, Contractor's Letter-Certificate to Procuring Entity, PRC License, PTR, Bio-data and Certificate of Training for Materials Engineer (accredited by DPWH)(Form SF-INFR-48)**
- ✓ List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project and **supported with the proof of ownership; (Form SF-INFR-49)** and
- ✓ Sworn statement in accordance with Section 25.2 (b)(iv) of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms **(Omnibus Sworn Statement Form).**

Documents Comprising the Bid: Financial Components

- ✓ Financial Bid Form in accordance with the form prescribed in Section IX. Bidding Forms;
- ✓ Duly Signed Bid Prices in the Bill of Quantities.
- ✓ Duly Signed Construction Schedule and S-Curve (indicate BAR CHART)
- ✓ Duly Signed Detailed Estimates
- ✓ Duly Signed Cash Flow by Quarter and Payments Schedule
- ✓ Bid Prices

  Unless otherwise provided in the BDS, all bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as indicated in the BDS and specified in GCC Clause 48 and its corresponding SCC provision.
- ✓ Bid Validity

  Bids shall remain valid for the period specified in the BDS which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- ✓ Bid Security

  The bid security in the amount stated in the BDS shall be equal to the percentage of the ABC in accordance with the following schedule..

  The bid security should be valid for the period specified in the BDS. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

  Upon signing and execution of the contract, pursuant to ITB Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful

  Bidder's Bid security will be discharged, but in no case later than the Bid security validity period as indicated in ITB Clause 18.2.
- ✓ Format and Signing of Bids

  Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the ITB Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid.

  Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

  The bidder shall prepare one (1) original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit two (2) copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

  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 they are signed or initiated by the duly authorized representative/s of the Bidder.

Sealing and Marking of Bids

Unless otherwise indicated in the **BDS**, Bidders shall enclose their original eligibility and

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.

The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representatives/s.

All envelopes shall

1. contain the name of the contract to the bid in capital letters;
2. bear the name and address of the Bidder in capital letters;
3. be addressed to the Procuring Entity's BAC identified in **ITB** Clause 10.1;
4. bear the specific identification of this bidding process indicated in the Invitation to Bid; and
5. bear a warning "DO NOT OPEN BEFORE..." the date and the time of the opening of bids, in accordance with **ITB** Clause 21.

If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

The deadline for the submission of Bids will be **on February 7, 2020 at 9:30** a.m.
Opening of Bids will be on **February 7, 2020 at 10:00** a.m.

✓ Late Bids
Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

✓ NOTED COMMENTS:

- The BAC Chairperson mentioned that the BAC – EP invited observers such as The Resident Auditor from the Commission on Audit, The President of PCA – Leyte Chapter and The Coordinator from the Nagkahiusang Mananagat sa Tahod (NMST)- Leyte Chapter but only the Resident Auditor from the Commission on Audit has sent her representative.

- The BAC Chairperson read GPBB Circular number 02-2018 dated March 9, 2018 regarding the Conduct of Pre-Bid Conference, informing the participants of the relevance of conducting Pre-Bid Conference and their duties as participants.

- BAC Chairperson informed the prospective bidders that the official time to be used for the deadline for submission and receipt of bids shall be the time in the finger scanner which is found at the lobby of the building. In the event of a power outage and for any reason causing the finger scanner to malfunction during the day of the bidding, the time to be used as reference for the deadline for the submission and receipt of bids shall be the time shown in the wall clock located also at the lobby.

- The BAC-Chairperson also mentioned that the Bid proposal shall be submitted in hard bound and must be machine –pressed. A sample of a hardbound and machine pressed document was shown to the prospective bidders who took notice of its form and physical appearance.

- The BAC-Chairperson instructed the TWG to include the Safety Engineer under the Technical Component for the list of Contractor's personnel as part of the required personnel for the Implementation of the project. Attachments for

- The BAC-Chairperson reminded the contractor's representative present that the bidders may submit their Platinum Membership Registration or their class A documents. It is only in case of expired Mayors permit that renewal receipt is accepted.

- The BAC-Chairperson reminded the prospective bidder's representative that they shall present a Special Power of Attorney during the time of purchasing and submission of the bid documents.

- A participant asked the Chairperson "who will certify the Contractor's license submitted, the Contractor or the Agency." The Chairperson answered it's the contractor since the original copy is with the contractor, the contractor will certify the authenticity of the document submitted.

- A participant asked about the note found under the Statement of completed relevant similar government and private projects/contracts which is "Similar Single Completed Project: Port Construction / Repair Projects". The BAC Chairperson clarified that the statement "repair projects" refers to Port projects and not other project. Also, BAC Member Siosana clarified that "Similar Single Completed Project: Port Construction / Repair Projects" should be "Single Largest Completed Contract: Port Construction / Port Repair Projects" The BAC Chairperson informed the participants that a Bid Bulletin will be issued by the BAC to amend the changes stated above.

- A participant also asked the BAC Chairperson if the equipment requirement for the project which is "owned" can be changed to "leased". The BAC Chairperson informed the participants that the Program of Work was prepared in the Head Office and we cannot change what is delegated to us by the Head Office. So, as the requirement is owned it is the requirement.

There being no further questions from the bidder's representatives and no other remaining topics for discussion, the Pre-bid Conference was adjourned at 11:45 AM.

Prepared by:

VICTOR ANGEL O. YINGZON
BAC Secretariat Head

Noted by:

ATTY. GLENN S. LAGUNAY
BAC-PGCS/EP Chairperson
1/28