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
CORAZON T. GO	-	BAC Vice Chairperson
JENNELYN S. SIOSANA	-	BAC - Member
ROGELIO V. PATAN-AO	-	BAC - Provisional Member
MYSHELL S. GONZAGA	-	BAC - Provisional Member (End – User Representative)

Absent:

NONE

TWG

Present:

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

Absent:

NONE

SECRETARIAT

VICTOR ANSEL O. TINGZON	-	Head BAC Secretariat
FIDES DOROTEA R. HANOPOL	-	BAC Secretariat - Member

Absent:

NONE (Despite due Notice)

Observer:

NONE -

Contractors:

JUSTINE MICHAEL MABINI	-	CHUCON BUILDERS INC.
GENENA GALVEZ	-	BCG DESIGN & CONST.

The Pre - bid Conference for the project;

- ✓ **Emergency Repair of Roofing of Terminal Port of Liloan Damaged by Typhoon "Odette", Terminal Port of Liloan, Liloan S. Leyte (NRP-MPF-ELS-01-22)**

Philippine Ports Authority, PMO – Eastern Leyte/Samar Conference room, was called to order at @ 10:11 AM, June 24, 2022 presided by Glenn S. Lagunay – BAC-PGCS/EP-Chairperson.

1. Reading of Attendance and declaration of quorum
2. Business Matters

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

- ✓ **Emergency Repair of Roofing of Terminal Port of Liloan Damaged by Typhoon "Odette", Terminal Port of Liloan, Liloan S. Leyte (NRP-MPF-ELS-01-22)**

Contract duration – 62 Calendar Days

Required PCAB Registration – Small B – General Building Construction Category C or D

Instructions to Bidders

Eligible Bidders:

Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA)'s Consumer Price Index (CPI), except under condition provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be " similar" to the contract to be bid if it has the major categories of work stated in the BDS.

Bid Prices

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 determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation Guidelines.

Bid Security

The Bid and bid security shall be valid until 120 calendar days after the opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

The Bidder shall submit a Bid Securing Declaration or any of form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS

The bid security shall be in the form of a Bid Securing Declaration or any of the following forms

Five percent (5%) of ABC – Surety bond callable upon demand issued by a surety of insurance companyduly certified by the Insurance Commission as authorized to issue such security;

Two percent (2%) of ABC – Cash or cashier's/manager's check issued by a Universal or Commercial Bank – 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 by a foreign bank.

DOCUMENTS COMPRISING THE BID

Legal Documents

Registration certificate from the Securities and Exchange Commission (SEC) (with Articles of Incorporation, By-Laws, General Information Sheet & Board Resolution Designating Authorized Representative), 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;

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***

Technical Documents

Statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; (supported with)

- Notice of Award and/or Contract
- Notice to Proceed
- Certificate of Accomplishment signed by the owner or Project Engineer

Statement of the bidders Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; (supported with)

- Certificate of Completion or Final Constructor Performance System (CPEs) rating
- Certificate of Acceptance
- Contract Agreement

A valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be bid. Special License for Joint Venture Contractors is required during bidding schedule.

Original copy of Bid Security. If the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or Original copy of Notarized Bid Securing Declaration:

Project Organizational chart for the contract to be bid;

- List of contractor's personnel (*viz*, Project Manager, Project Engineer, Materials Engineer, Safety Officer and Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data (**at least Five(5) years experience**); Attach the following: **Certificate of Employment, Contractor's Letter-Certificate to Procuring Entity, PRC License, PTR and Bio-data.**
- Photocopy of PRC Licenses, Professional Tax Receipt (PTR), /DOLE-OHSC/DPWH Accreditation. Expired PRC License maybe accepted provided that the proof for the renewal of applications attached. Valid renewed PRC License of all key personnel assigned must be submitted during Post-Qualification.
- The minimum tools requirements are Electric Grinder, Electric Drill for the duration of the project ;

Original duly **signed** Omnibus Sworn Statement

Financial Documents

- The prospective bidder's audited financial statement, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or it's duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two(2) years from the date of submission;
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)

DOCUMENTS COMPRISING THE BID

Financial Components Envelope

- Original of duly signed and accomplished Financial Bid Form;
- Duly Signed Bid Prices in the Bill of Quantities
- Duly Signed Detailed Estimates, including a summary sheet indicating the unit prices of

- Duly Signed Construction Schedule and S-Curve

- Duly Signed Cash Flow by Month and Payments Schedule

Sealing and Marking of Bids

- Each Bidder shall submit one (1) original and five (5) copies of the first and second components of its bid, and all in softbound form.
- Failure of the bidders to submit one (1) original and five (5) copies of the first and second components of its bid in the prescribed form shall be a ground for disqualification.
- The procuring entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.
- If the procuring entity allows the submission of bids through online submission to the given website or any other electronic means, the bidder shall submit an electronic copy of its bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.
- 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.

- The deadline for the submission of Bids will be on ***July 8, 2022 at 9:30am.***

- Opening Bids will be on ***July 8, 2022 at 10:00am.***

- Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, shall be declared "Late" and shall not be accepted by the Procuring Entity.

During to Post Qualification the following documents shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:

Electronically Filed Latest Income Tax Returns for year 2021 (BIR Form 1701 or 1702)

- *Latest Value Added Tax Returns (Forms 2550M and 2550Q or Percentage Tax Return (Form 2551M) for last six (6) months (October 2021- March 2022)*
- *Certified True Copy of PhilGEPS Registration*
- *Certificate of Completion and Acceptance of Single Largest Completed Contract listed under BDS 5.2*
- *Proof of on-going and Awarded Contracts but not yet started contracts as identified in the Statement of all On-going Government & Private Contracts, which shall include the following:*

a. *On-going Projects: Notice of Award, Contract Agreement and Notice to Proceed*

b. *Awarded but not yet started Projects: Notice of Award/ or Contract Agreement*

- *Valid PRC Licenses of key personnel assigned*
- *Certified True Copy of Valid PCAB License*
- *Duly Signed Manpower Utilization Schedule*
- *Duly signed Construction Methods*
- *Duly Signed Construction Safety and Health Program approved by Department of Labor and Employment (DOLE)*

✓ 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 Philippine Institute of Civil Engineers (PICE) Leyte Chapter and The President of Philippine Constructors Association – Leyte Chapter but none of them attended despite due notice.

- The 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.

- BAC Member Siosana presented a situation wherein expired licenses (PRC and PCAB) will be submitted during opening of bids, the BAC Chairperson answered that any proof of renewal will be accepted, but during Post Qualification, the contractor must present a renewed license or it will be a ground for disqualification.

- The BAC Chairperson told the prospective bidders that the bid documents to be submitted shall be as follows, one(1) original copy and five(5) Xerox copy. He also clarified that the term original copy means that the documents contains the original signature of the contractor or his authorized representative

- The BAC-Chairperson enjoined the prospective bidder's representative that they shall present a Special Power of Attorney (SPA) for single proprietor Board/Partnership Resolution, or Secretary Certificate in the case of a corporation during opening of Bids.

There being no further questions from the bidder's representatives and no other remaining topics for discussion, the Pre-bid Conference was adjourned at 10:50 AM.

Prepared by:

6-27-22

VICTOR ANSEL O. TINGZON
BAC Secretariat-Head

Noted by:

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