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

MINUTES OF PRE-BID CONFERENCE

BAC-PGCS/EP
Present:

GLENN S. LAGUNAY	-	Chairperson
JENNELYN S. SIOSANA	-	Vice-Chairperson
HOMER M. HOMERES	-	Provisional Member
JULIO JESUS M. ESTUIDILLO III	-	Provisional Member (End-User Representative) TMO San Isidro

Present via MS Teams:

MARY MELCHA P. LLEDO	-	Provisional Member (End-User Representative) TMO Calbayog
ABIMAR B. BONGA	-	Provisional Member (End-User Representative) TMO Catbalogan

Absent (failed to attend due to the scheduled GAD webinar):

HILDA F. NAVARRO	-	Regular Member
CHONA V. GAYO	-	Provisional Member (End-User Representative) TMO Borongan

SECRETARIAT
Present:

VICTOR ANSEL O. TINGZON	-	Head
FIDES DOROTEA R. HANOPOL	-	Member
KATHERINE P. OREJOLA	-	Member

TECHNICAL WORKING GROUP (TWG)
Present:

EDGARDO O. LLORADA	-	Head
VIRGINIO T. PUYAT	-	Member
JAYKURTZ G. CAMERO	-	Member

OBSERVER
Absent (Despite due NOTICE)

CONTRACTORS

BRYAN MACAYAN	-	Cafrencillo ARC Design & Builders
BERNANDO LACANDAZO	-	Cafrencillo ARC Design & Builders
KIRBY YU	-	PYUKEI Construction

The Pre-Bid Conference for the Small Value Procurement:

1. Maintenance of Security Fence, Grills & Gate, and Kitchen Counter at TMO Office Building at Port of Catbalogan (PR-TAC-4427-24)
2. Maintenance of Security Fence at the Back-Up Area at Port of Borongan (PR-TAC-4428-24)
3. Maintenance of Security Fence and Amenities at POB at Port of Manguino-o (PR-TAC-4429-24)
4. Maintenance of Security Fence at Port of San Jose (PR-TAC-4430-24)

Philippine Ports Authority, PMO – Eastern Leyte/Samar, Multi-Purpose Hall, was called to order at 10:20 AM, August 20, 2024, presided by Glenn S. Lagunay – BAC Chairperson.

1. Attendance and acknowledgment of contractors
2. Business Matters

NOTED COMMENTS:

- The BAC Chairperson instructed the BAC Secretariat to present the Request for Quotation (RFQ). He informed that the BAC members conducted a meeting on August 19, 2024 (Pre-Procurement Conference) and certain requirements of the Terms and Conditions were amended.

- On August 20, 2024, prior to the Pre-Bid Conference, the BAC Chairperson instructed the BAC Secretariat to rephrase the number 3 (b) & (c) of the Terms and Conditions, viz:

  Amendment on August 19, 2024:

  *b) For partnership, submit a **Special Power of Attorney** for authorized representative by the partnership.*
  *c) For corporations, submit a **Secretary's Certificate or Board Resolution**.*

  Amendment on August 20, 2024:

  *b) For partnership, corporation, cooperative, or joint venture, submit a duly notarized **Secretary's Certificate** or **Board/Partnership Resolution** or **Special Power of Attorney** whichever is applicable.*

- The BAC Chairperson mentioned that the further amendments was aligned to the Omnibus Sworn Statement and have included the cooperative and joint venture.

- The End User Representative-TMO San Isidro stated that before we proceed to today's agenda, the minutes of Pre-Procurement Conference must be initially presented and to seek for approval from the BAC members. The Chair required the BAC Secretariat to present the minutes of the previous meeting.

  Noted Comments on the Minutes of Pre-Procurement

  - ✓ *The Chairperson instructed the BAC Secretariat to present the Terms and Conditions that were amended during the Pre-Procurement Conference.*
  - ✓ *The Vice Chair moved to include the "No collection of fees for 500,000 above or below 500,000 but not more than 1,000,000. And no required Special Power of Attorney in the submission of bid documents."*
  - ✓ *The TWG member gave rejoinder on the submission of ITR whether annually or quarterly. He stated that the Income Tax Return (ITR) is submitted annually.*
  - ✓ *The BAC member suggested adding the schedule time on the BAC activities and to put "via MS Teams" on the attendance of End User Representatives of TMOs Catbalogan and Calbayog.*
  - ✓ *The End User Representative-TMO San Isidro suggested that the BAC Secretariat must be mindful that all the proceedings must be reflected, the ruling of the Chairperson, and the motion of the members.*

- ✓ *The BAC Chairperson suggested using a recorder for reference of the minutes. The BAC Secretariat have agreed to use the mobile phone as a recorder.*
- ✓ *The End User Representative-TMO San Isidro moved to approve the minutes, and the motion was seconded. The Chair declared the minutes of the previous meeting approved.*

- The Chairperson proceeded to the presentation of the RFQ which was the subject of the discussion. He reiterated that the requirements in the Terms and Conditions were amended especially the number 3 (b). The cooperative and the joint venture were included in conformity with number 2 of the Omnibus Sworn Statement. There being no further comments, the Chair approved the amendments as moved and seconded.

- The Chairperson asked the contractors if they have comments on the requirements of the RFQ for the projects. He emphasized that the contractors could exceed the unit price of the items but cannot exceed the total Approved Budget of Contract (ABC); otherwise, they will be disqualified.

- The Chairperson instructed the Secretariat to read the Terms and Conditions of the projects.

- The contractor inquired if there was a required envelope format in addressing the bidding documents to the Procuring Entity. The Secretariat Head stated that the following details must be labeled in the envelope:

  - ✓ Procuring Entity Representative (Atty. Glenn S. Lagunay, BAC Chairperson)
  - ✓ Project Title and Location
  - ✓ Contractor's Name

- The Secretariat showed a sample envelope to the contractors for their reference.

- The End User Representative-TMO San Isidro asked the contractors if they have already gone to San Jose, Northern Samar. He mentioned that the project location is about 300 kilometers away from Tacloban City and it might be a possible issue for the contractors. If the contractors cannot deliver the services within the project duration, they will be liable for liquidated damages as stated in RFQ number 8 of the Terms and Conditions.

- The Chairperson also discussed requirement number 2 (b) PhilGEPS Registration Number. The BAC members agreed that either the PhilGEPS Red membership or PhilGEPS Platinum membership, bidders must submit proof showing their PhilGEPS Registration Number, for easier verification. If page 2 of the Platinum Membership is not yet updated, they can submit separately the eligibility documents (Mayor's/Business Permit, PCAB License, and Income Tax Return).

- The Vice-Chair mentioned that the Income Tax Return (ITR) ending December 31, 2023, is required. All have agreed that the ITR must be stamped "RECEIVED" by the BIR. The BAC Chairperson further instructed the BAC Secretariat to include the clarification of the ITR in the Supplemental/Bid Bulletin to be issued.

- The contractor inquired about the template of the Affidavit because the Omnibus Sworn Statement (OSS) is an affidavit itself. The BAC Chairperson clarified that requirement number 3 (a), there are two (2) scenarios. 1st scenario is when the owner is the signatory of OSS, the OSS must be accompanied with a separate Affidavit. 2nd scenario is when the owner delegates authority to a representative; he/she will still submit an OSS but attached with a Special Power of Attorney (SPA).

- The Chairperson instructed the BAC Secretariat to present the OSS. He also mentioned that the required affidavit is in accordance with GPPB opinion and NPM No. 095-2004. Non-compliance with requirement number 3(a) is a ground for disqualification.

- The Chair clarified that the contractors participating in the four (4) projects must submit a separate OSS for each project, specifying the Project Title and Location. They may, however, submit for each project one (1) notarized SPA already containing the authority of the representatives for all the projects.

There being no further questions and discussion, the meeting was adjourned at 12:00 PM.

Prepared by:

VICTOR ANSELL O. TINGZON
BAC Secretariat Head

Noted by:

GLENN S. LAGUNAY
BAC-PGCS/EP Chairperson