

**Philippine Ports Authority
PMO Surigao
Port Area, Surigao City**

BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BID CONFERENCE

Held on January 21, 2020 @ 9:30 A.M. at PMO Surigao Conference Room

**PROJECT: BRGY. CAUB PORT DEVELOPMENT PROJECT, BRGY. CAUB DEL CARMEN, SURIGAO
DEL NORTE**

Present were:

- | | | |
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| 1. ATTY. ROLDAN G. CALEJESAN | - | BAC Chairperson |
| 2. LAWRENCE LYLE E. CAGAS | - | BAC Vice Chairperson |
| 3. YOLANDA F.A. TAN | - | BAC Member |
| 4. ENGR. ROLANDO C. BUCTION | - | BAC Member |
| 5. ENGR. ALLAN P. YAP | - | BAC Provisional Member |
| 6. EDMUNDO C. BAYANG, JR. | - | TWG – Head |
| 7. RANDY Y. TUSALEM | - | TWG Member |
| 8. MARK ANTHONY Y. TABAR | - | TWG Member |
| 9. CARMENCITA R. LISONDRA | - | BAC Secretariat Head |
| 10. JAYDELINA L. DOLORICON | - | BAC Secretariat Member |
| 11. CHRISTINE M. ENSOMO | - | BAC Secretariat Member |

Bidder's Representatives:

- | | | |
|-----------------------|---|----------------------------------|
| 1. JOSEPHUS ASTORGA | - | HARBOR STAR SHIPPING CORPORATION |
| 2. SHENA LYN SAMBAYON | - | KELLY CONST. & SUPPLY CORP. |

I. CALL TO ORDER:

The Pre-Bid Conference for the project: **Brgy. Caub Port Development Project, Brgy. Caub Del Carmen, Surigao del Norte** was called to order at 9:30 A.M. at the PPA Conference Room. It started with a prayer and followed by a roll call of BAC Members, which represented a quorum.

The Pre-Bid Conference was presided by the BAC Chairperson, Atty. Roldan G. Calejesan. Mrs. Doloricon mentioned that notices were sent to COA, Philippine Chamber of Commerce, Diocese of Surigao and PICE on January 16, 2020.

II. DISCUSSIONS:

1. The Chairperson informed the body that there is no bidder yet who bought the bidding documents as of pre-bid time. However, the two bidder representatives were allowed to attend and even raise questions as provided in RA 9184.
2. Engr. Bayang, TWG Head led the discussion as follows: Proposed Development Plan and the Project Particulars, to wit:
 - 3.1.1 Brief Description of the Project
 - 3.1.2 Required Equipment
 - 3.1.3 ABC Php9,149,126.69; Source of Funds -GAA
 - 3.1.4 Contract duration : 150 ^{cd}
 - 3.1.5 Required PCAB License "Small B" Port Harbor and Offshore Eng'g.
4. Mr. Tabar, TWG Member discussed the Important Reminders to be considered by the Bidders, to wit:

PRE-BID IMPORTANT REMINDERS

- 4.1 Review carefully all the items in the checklist as provided in the Instruction to Bidders (Section I of the Tender Documents). Failure to submit any of the requirements will result to disqualification.

4.2 The Original Copy for Eligibility, Technical Bid and Financial Bid shall be enclosed in 1 envelope. The envelope shall be marked as "ORIGINAL – TECHNICAL AND FINANCIAL COMPONENTS". The photocopy (5 copies each) for Eligibility, Technical Bid and Financial Bid shall be enclosed in 1 envelope. The envelope shall be marked as "DUPLICATE COPY – TECHNICAL AND FINANCIAL COMPONENTS".

4.2.1 The 1st and 2nd envelopes should be carefully checked before submission to determine whether the proper documents and number of copies are correctly placed thereon and have them properly labeled as well.

4.2.2 All copies should be book-bound with corresponding index tab and all pages numbered chronologically. Properly book-bound means, either cloth-bound or paper bound.

4.2.3 The original copy of 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.

4.3 The following Insurance Companies which are blacklisted by PPA:

4.3.1 Eastern Assurance and Surety Corp.

4.3.2 South Sea Surety & Insurance Co., Inc.

4.3.3 Algen Insurance Corporation (formerly Acropolis Central Guarantee Corp.)

4.3.4 Pacific Union Insurance

4.4 The list of the required personnel pledged EXCLUSIVELY for the project, which should be submitted together with the required attachments (complete qualifications and experience data) should be the same personnel pledged during the eligibility screening, bidding and post-qualification. If there is a need to change the pledged personnel, the contractor should justify it subject to the approval of the BAC.

4.5 The equipment pledged should reflect the necessary capacity required which shall be owned and supported by any proof of ownership (Deed of sale, Sales invoice, Official receipt, LTO Official Receipt/Unexpired and Certificate of Registration). The unit capacity of each equipment shall be as indicated in the advertisement/invitation to bid. Affidavit of ownership is not acceptable.

4.6 The equipment pledged for the project, should be the same equipment pledged, as per requirement during the eligibility screening, bidding and post-qualification. If there is a need to change the particulars (equipment) as indicated in the contract, the contractor should justify it.

4.7 ELIGIBILITY REQUIREMENTS:

4.7.1 DTI/SEC Registration

4.7.2 Mayor's Permit/Business Permit

4.7.3 Valid Tax Clearance

4.7.4 Duly Signed Statement of all ongoing government and private construction contracts including contracts awarded but not yet started

4.7.5 Duly Signed Statement of all government and private construction contracts completed, which are similar in nature to the contract to be bid.

4.7.6 Valid PCAB License and Registration

4.7.7 Audited FS stamped received by the BIR or its duly accredited and authorized Institution for CY 2019

4.7.8 Net Financial Contracting Capacity (NFCC)

4.8 TECHNICAL REQUIREMENTS:

4.8.1 Bid Security;

4.8.2 Project Organizational Chart;

4.8.3 Duly Signed Contractors Personnel with complete qualification, experience data or PTR;

4.8.4 Duly Signed List of Contractors Equipment (owned/leased) supported with proof of ownership; and

4.8.5 Duly Signed Omnibus Sworn Statement

4.9 FINANCIAL REQUIREMENTS:

- 4.9.1 Bid Proposal or Bid Forms;
 - 4.9.2 Bill of Quantities and Summary Sheet;
 - 4.9.3 Cash Flow by Quarter
- 4.10 The Bill of Quantities (BOQ) should be detailed and itemized. The BOQ will later on become a part of the contract between PPA and the contractor.
- 4.11 Bids must be received by the Procuring Entity's BAC through the Secretariat at the Conference Room, 2nd Floor, PMO – Surigao on or before 09:00 AM. of PMO Bundy Clock on **February 3, 2020**.
- 4.12 The receipt of the Bid Documents shall be evidenced by the time-card duly issued with acknowledgement and signature by the Secretariat as to the time (in reference to the PMO Bundy Clock) the said documents are actually submitted by the bidder or its duly authorized representative, and the latter indicating its conforme thereon. Likewise, the same shall also be entered and logged in the visitor's logbook.
- 4.13 Updates of 9184 specifically on the NFCC Computation.
- 4.14 Sealing and Marking of Bids. Unsealed or unmarked envelopes shall be automatically rejected. However, not properly sealed or marked envelope will be accepted provided the representative acknowledged such condition.
- 4.15 TWG illustrated the sealing and marking of bids.
5. The Chairperson reminded the bidder's representatives to take heed of the important reminders discussed during the pre-bid in order not to be disqualified. He also clarified the Harbor Star Shipping Corporation regarding their entity and their business type, which should be reflected in their Articles of Inc.
6. Vice Chairperson advised the bidders to conduct a site inspection although not required, but considering that Brgy. Caub is located in a remote island in Siargao. He further reminded them to consider the cost of transportation in order to arrive at a reasonable bid proposal.
7. Representative from Harbor Star Shipping Corporation asked who the Project Engineer to be assigned. The Vice Chair who is also the Principal Engineer mentioned that the Office will still have to appoint a Project Team for PPA.
8. The Chairperson reminded the bidders to bring the Original Special Power of Attorney (SPA) for Single Proprietorship and Board Resolution or Secretary's Certificate for Corporation and Partnership. He stressed that the Authorized Person cannot authorized/delegate another.
9. Engr. Bayang reminded the bidder's representative that equipment should be readily available during Post Qualification including certification and lease agreement and required documents. He stressed that BIR stamped received should be clearly stated.
10. Atty. Calejesan reminded that Business Permit should be ready and in case of pending processing they should provide the Official Receipt as proof. He further urged the bidders to review the documents before they are going to submit to the BAC Secretariat.

ADJOURNMENT:

There being no matters raised the pre-bid conference was adjourned at 10:10 A.M.

Prepared by:


CARMENCITA R. LISONDRA
BAC Secretariat

Approved:


ATTY. ROLDAN G. CALEJESAN
Chairperson