PHILIPPINE PORTS AUTHORITY
Port Management Office of Davao
Km. 10, Port Area, Sasa, Davao City

MINUTES OF THE PRE-BIDDING CONFERENCE

PMO-Davao (Work Stations/Work-From-Home)
11 March 2021, 10:30 A.M.

I. ATTENDANCE

Present:

1. Alex A. Ingente	- BAC Chairperson
2. Michael G. Lasa	- BAC Regular Member
3. Helen Teresita T. Luga	- BAC Provisional Member
4. Lara Simone L. Aba	- BAC Provisional Member
5. Lilibeth M. Fernandez	- TWG, Head
6. Loy Johanne L. Bedico	- TWG, Member
7. Edelpeter L. De La Rosa	- TWG, Member
8. Gemma G. Cesar	- Secretariat Head
9. Anna Lee Monica G. Alingalan	- Secretariat, Member
10. Jennifer O. Africa	- Secretariat, Member
11. Isabelle L. Sintos	- Secretariat, Member
12. Victor A. Jaspe	- Secretariat, Member

Absent:

1. Asterio C. Gallardo, Jr.	- BAC Vice-Chairperson

II. AGENDA

To conduct Pre-Bid Conference for the project:

Repair of Perimeter Fence, Entrance Gate and Guardhouse
Port of Mati, Davao Oriental

III. PROCEEDINGS

1. The conference was called to order at 1:00 P.M. by Mr. Alex A. Ingente, BAC Chairperson. A quorum was declared by Ms. Isabelle L. Sintos, BAC Secretariat Member, since only one (1) member was absent. Mr. Ingente acknowledged the presence of one (1) observer representing the Commission on Audit (COA) and representatives from two (2) companies as the prospective bidders.

2. The BAC Chairperson turned-over the presentation of the eligibility and bidding documents to the Technical Working Group (TWG) and the Secretariat. At the outset, Ms. Sintos relayed to the body that a letter of invitation were sent to the observers namely: Commission on Audit (COA), Catholic Bishops' Conference of the Philippines (CBCP), Philippine Liners and Shipping Association (PLSA) and Philippine Institute of Civil Engineers (PICE) Davao Chapter. The latter was the only one who was not able to receive or acknowledge as their office was closed and calls were not being returned. She then proceeded to inform the body re PMO Davao BAC Resolution No. 001-2021 adopting the Manual Submission and Receipt of Bids.

3. At this point, Arch. Loy Johanne L. Bedico enumerated the following:

   - Declaration of Policy;
   - Purpose of the Pre-Bid Conference;
   - Eligibility of Bidders;
   - Bidding Requirements;
   - Bidders Responsibilities;
   - Supplemental/Bid Bulletin;
   - Contents of the Bidding Documents (Invitation to Bid, Instruction to Bidders, Bid Data Sheet, General Conditions of the Contract, Special Conditions of the Contract, Specifications, Drawings, Bill of Quantities and Bidding Forms);
   - Opening and Preliminary Examination of Bids (1st envelope-eligibility & technical documents/2nd envelope-financial component);
   - Detailed Examination and Comparison of Bids (The BAC shall consider the following in evaluation of bids (a) completeness of the bid and (b) arithmetical corrections);
   - Sealing and Markings of Bids; (All copies of Bid Documents should be book/hard bound with corresponding index tabs and all pages numbered chronologically. Combo, fastened, staple-bound or with loose pages shall be rejected.)
   - Bid Evaluation Criteria and Bid Evaluation Procedures (Detailed computation and comparison of bids);
   - Post Qualification Criteria and Post Qualification Procedures;
   - Possible causes of failure of bidding which is stated in Article XI, Section 35 of the Implementing Rules and Regulation of RA 9184 and the Offenses and Penalties which was stated under Section 65 of IRR RA 9184;
   - Warranty Requirements of the Project;

- Different Offenses and Penalties provided for in RA 9184; and
- Confidentiality Clause (Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award and Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of Bid evaluation, Bid comparison or contract award will result in the rejection of the Bidder's Bid)

4. Arch. Bedico further apprised the body that this PMO discourages the use of electrical connection in the Port Terminal area and the contractor shall be providing their own generator set one of the minimum major equipment requirements together with other essential equipments. Mr. Ingente reminded the body to kindly take note of the requirements including the footnotes presented earlier and instructed the TWG to present again the forms that are required from the prospective bidders.

5. Engr. Aba, BAC Provisional Member, read out PPA AO No. 14-2020 dated December 18, 2020, with the subject "Mandatory Tree and/or Mangrove Planting as a Condition for the Issuance of Accreditation, Certificate of Registration, Appointment, or Award of Contract or Renewal/Extension Thereof". One of the highlights in the said AO is that contractors shall be required to plant at least 1,000 seedlings for contracts with at least P5 million contract amount and additional 1,000 seedlings for every additional P5 million contract amount, or fraction thereof. The Chairperson added that the seedlings can be freely acquired from the local Community Environment and Natural Resources Office (CENRO) of the Department of Environment and Natural Resources (DENR) and the said office will be the one to identify the location. He added that this shall be included in the Supplemental Bid to which the body agreed.

6. The Chairperson reminded the body that the deadline of submission of bids will be based in the PMO Davao lobby's bundy clock machine. In addition, Arch. Bedico reminded the prospective bidders of the new normal and to include in the preparation of detailed estimates for the equipment and materials in addition to the construction safety and health program per PPA EC 01-2020 such as mandatory (use of Thermal Scanner, area for disinfection/wash area, etc.).

7. Engr. Aba, BAC Provisional Member, moved to close the Pre-Bid conference and was seconded by Capt. Michael G. Lasa, BAC Regular Member.

IV. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 2:10 P.M.

Recorded by:

ISABELLE L. SINTOS
Member, BAC Secretariat

Certified Correct by:

ALEX A. INGENTE
BAC Chairperson