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

MINUTES OF THE PRE-BID CONFERENCE

PMO-Davao Conference Room
August 19, 2019

I. ATTENDANCE

BAC Members, TWG and Secretariat present:

1. Elisha V. Ano-os	- BAC Chairperson
2. Asterio C. Gallardo, Jr.	- BAC Vice Chairperson
3. Helen Teresita T. Luga	- BAC Regular Member
4. Nancy A. Prieto	- BAC Provisional Member
5. Alex A. Ingente	- BAC Provisional Member
6. Gemma G. Cesar	- BAC Provisional Member
7. Lara Simone L. Aba	- BAC Provisional Member
8. Lilibeth M. Fernandez	- TWG Head
9. Loy Johanne L. Bedico	- TWG Member
10. Edelpeter De La L. Rosa	- TWG Member
11. Anna Lee Monica G. Alingalan	- Head Secretariat
12. Daryl Mae U. Demerey	- Secretariat, Member
13. Cheryl C. Magnaye	- Secretariat, Member
14. Isabelle L. Sintos	- Secretariat, Member
15. Jennifer O. Africa	- Secretariat, Member
16. Lodrito C. Baculna, Jr.	- Secretariat, Member

ABSENT:

Victor A. Jaspe	- Secretariat, Member

BIDDERS PRESENT:

17. Jonathan I. Lopena	- Zet Construction
18. Joan Panolino	- Dumalag Surveying & Engineering Services
19. Jomer D. Peras	- NGP Construction
20. Arman A. Capin	- Caresystem Technology Solution Co., Inc.
21. Ryan Jay Adrales	- Brima Construction & Enterprises

OBSERVER PRESENT:

22. Rauf S. Noor	- Commission on Audit

II. AGENDA

To conduct **Pre-Bid Conference** for the Project: **Repair/Replacement of Dilapidated Roofing Gutter, Fascia and Sidings including Repainting and Electrical System of Transit Shed at Sasa Port, Davao City**

III. PROCEEDINGS

The Pre-Bid Conference was called to order at 2:05 pm and was presided by Elisha V. Ano-os, PMO Davao Single BAC Chairperson. The members of the PMO Davao Single BAC were introduced and a quorum was declared by Ms. Anna Lee Monica G. Alingalan, BAC Secretariat, Head since all of the members of the BAC were present. Likewise, the BAC Sec Head acknowledged the presence of the bidders/observers and informed the group that a Letter of Invitation was sent last 08 August 2019 to the following observers namely: ASAC, PICE, PLSA and COA. Said letter was duly received and acknowleged within the period stipulated under Sec. 13.3 of the 2016 Revised IRR of 9184.

The BAC Chairperson asked the BAC Secretariat if there were prospective bidders who purchased bidding documents, to which the Secretariat replied that two (2) bidders already bought bidding documents with the evidence of an Official Receipt namely:

1. ZET Construction; and
2. Teddie Construction Development, Inc.

At this point, the BAC Chairperson turned over the floor to the Members of the Technical Working Group (TWG), Arch. LJ Bedico/Engr E. Dela Rosa who discussed the following :

- Declaration of Policy;
- Purpose of the Pre-Procurement Conference;
- 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);
- Eligibility of Bidders;
- Bidders Responsibilities;
- 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;
- Bid Evaluation Criteria and Bid Evaluation Process (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 91.84 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)

1. The representative from Caresystem Technology Solution Co., Inc, Mr. Arman A. Capin clarified 2 issues regarding the Construction Safety and Healthy Program if whether said document is included in the submission of bidding documents or not and if such is in narrative form or not? to which the TWG replied that to be included in the bid documents is a Construction Safety and Healthy Program in narrative form. A Construction Safety and Healthy Program duly received by DOLE is a pre-requisite in the issuance of NTP and a DOLE approved Construction Safety and Healthy Program is a requirement during the 1st billing. Further, Mr. Capin also asked the BAC if the PCAB Board Resolution No. 201 is applicable and implemented in this project and the BAC Chair replied positively.

2. Mr. Alex A. Ingente, BAC Provisional Member moved to close the pre-bid conference and was seconded by Engr. Lara Simone L. Aba, BAC Provisional Member.

There being no other matters to be discussed, the meeting was adjourned at 3:45pm

Recorded by:

ANNA LEE MONICA G. ALINGALAN
BAC Secretariat, Head

Noted by:

ELISHA V. ANO-OS
BAC Chairperson EP/PGSC