

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

MINUTES OF THE PRE-BID CONFERENCE

**MAINTENANCE REPAIR OF SASA PORT CONTAINER YARD INSTALLED WITH PAVING
BLOCKS (PHASE 1), SASA WHARF, DAVAO CITY.**

PMO-Davao Conference Room
August 29, 2019

I. ATTENDANCE

BAC Members, TWG and Secretariat present:

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|---------------------------------|--------------------------|
| 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. Lilibeth M. Fernandez | - TWG Head |
| 7. Loy Johanne L. Bedico | - TWG Member |
| 8. Anna Lee Monica G. Alingalan | - Head Secretariat |
| 9. Daryl Mae U. Demerey | - Secretariat, Member |
| 10. Cheryl C. Magnaye | - Secretariat, Member |
| 11. Isabelle L. Sintos | - Secretariat, Member |
| 12. Jennifer O. Africa | - Secretariat, Member |
| 13. Lodrito C. Baculna, Jr. | - Secretariat, Member |
| 14. Victor A. Jaspe | - Secretariat, Member |

ABSENT:

- | | |
|---------------------------|--------------------------|
| 1. Gemma G. Cesar | - BAC Provisional Member |
| 2. Lara Simone L. Aba | - BAC Provisional Member |
| 3. Edelpeter L. Dela Rosa | - TWG Member |

BIDDERS PRESENT:

- | | |
|---------------------------|----------------------------------|
| 1. Carlos Banal | - ALJAF LIMSART |
| 2. Hennie Pepito | - ALRAF LIMSART |
| 3. Ma. Teresa Ceno | - KKCDC |
| 4. Alma Adelyn Macalunsod | - Golden Vido Builder and Supply |
| 5. Mark Mercader | - FFJJ |
| 6. Fernando Ongkingco | - FFJJ |
| 7. Anthony Diaz | - FFJJ |
| 8. Robron Fernandez | - RR&B Finest Construction |
| 9. Cherry Puzon | - KXBG Construction |

OBSERVER PRESENT:

1. NONE

II. AGENDA

To conduct **Pre-Bid Conference** for the Project: **Maintenance Repair of Sasa Port Container Yard Installed with Paving Blocks (Phase 1), Sasa Wharf, Davao City.**

III. PROCEEDINGS:

The Pre-Bid Conference was called to order at 10:47 a.m. and was presided by Elisha V. Ano-os, PMO Davao Single BAC Chairperson after an invocation which was led by Ms. Isabelle L. Sintos. 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 there were five (5) BAC members present. Likewise, the BAC Secretariat-Head acknowledged the presence of the prospective bidders/observers and informed the group that a Letter of Invitation was sent last 23 August 2019 to the following observers namely: ASAC (Archdiocesan Social Action Center), PICE (Philippine Institute of Civil Engineers), PLSA (Philippine Liners and Shipping Association), and COA (Commission on Audit). Said letter was duly received and acknowledged within the period stipulated under Sec. 13.3 of the 2016 Revised IRR of 9184.

1. The BAC Chairperson stated the purpose of the Pre-Bid Conference and encouraged the prospective bidders to actively participate in the discussion by asking questions and clarifications for matters not clear to them.
2. Likewise, the BAC Chairperson asked the BAC Secretariat if there were prospective bidders who already bought the bidding documents.
3. At this point, the BAC Chairperson turned over the floor to the Members of the Technical Working Group (TWG), Arch't. LJ Bedico to start the discussion on 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 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. Issues raised during the Pre-Bid Conference were the following:

- a. BAC Chairperson informed the prospective bidders that a Special Power of Attorney (SPA) is required for a representative to be allowed to participate or be present during the Opening of Bids.
- b. TWG Member-Arch. Bedico reiterated that during the submission of bids the following documents be submitted by the representative authorizing them to submit the bidding documents:
 - b.1 Special Power of Attorney (SPA) for sole proprietorships/partnerships
 - b.2 Secretary's Certificate for Corporations
- c. The BAC Chairperson also added the same documents stated above be required from the representative authorizing them to attend the opening of bids.
- d. TWG Member - Archt. Bedico informed the prospective bidders that the legal documents such as: Mayor's Permit, Tax Clearance, and DTI are no longer required to be submitted as part of the bidding documents. Only the Philgeps Certificate and PCAB license would suffice. The legal documents shall be verified during the post qualification stage.
- e. BAC Member Ms. Luga suggested to the prospective bidders, that they can submit the bidding documents on or before the day of submission, to avoid cramming.
- f. A prospective bidder queried on the standard size of paper to be used in the bidding documents. TWG Member-Arch. Bedico recommended that a long size bond paper is to be used to accommodate all documents. There is no specific bond size required, but usually, a long bond size is used. The BAC Chairperson declared that long bond paper size shall be used for uniformity.
- g. TWG Member Archt. Bedico advised the prospective bidders that the bidding documents were issued in CDs, not in printed copy. And explained further that soft copies are more advantageous since bidders can directly input data without re-typing all the forms. However, a hard copy can be requested by the prospective bidder.
- h. A bidder asked for clarification if they can ask questions even if they have not yet purchased the bid documents. BAC Vice-Chairperson Engr. Gallardo, Jr. gave an affirmative answer.

- i. BAC vice-chair Engr. Gallardo, Jr. also informed the prospective bidders that questions after the pre-bidding conference, shall be in writing addressed to the BAC and shall be submitted within the time/period allowed in the ITB. Eventually, the BAC will issue a supplemental/bid bulletin, if needed.
- j. A bidder inquired for the schedule for the site inspection. TWG member Archt. Bedico replied that site inspection can be done any time before the opening of bids. BAC Chairperson, Ms. Ano-os reiterated to the prospective bidders that it be shall coordinated with the ESD if they want to visit the project site.
- k. A bidder inquired regarding the checklist before obtaining the bid documents. TWG Member Archt. Bedico clarified that the checklist requirements for purchasing the bid documents are no longer needed. Henceforth, BAC Chairperson Ms. Ano-os told the body to amend the requirement before the bidding of future projects. The amendment shall be in a BAC Resolution.
- l. For the existing BAC resolution stating that there are requirements to be met before purchasing a bid document. BAC Chair Ms. Ano-os told the body that there will be another meeting for this matter.

There being no other matters to be discussed, BAC Provisional-Member Ms. Prieto motioned that the meeting be adjourned, and seconded by BAC Member Ms. Luga. The meeting was adjourned at 12:06 noon.

Recorded by:



VICTOR A. JASPE
BAC Secretariat, Member

Noted by:



ELISHA V. ANO-OS
BAC Chairperson EP/PGSC