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

MINUTES OF THE PRE-BID CONFERENCE

PROPOSED TEMPORARY PPA FIELD OFFICE AT MALALAG PORT, MALALAG, DAVAO DEL SUR

PMO-Davao Conference Room
December 26, 2019

I. ATTENDANCE

BAC Members, TWG and Secretariat present:

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

ABSENT:

1. Elisha V. Ano-os	- BAC Chairperson
2. Isabelle L. Sintos	- Secretariat, Member
3. Jennifer O. Africa	- Secretariat, Member

BIDDERS PRESENT:

1. Creighton Abubo	- MJTP
2. Schaltz Rojo	- MJTP
3. Joseph Cervantes	- WL Cervantes Builders

OBSERVER PRESENT:

1. none

II. AGENDA

To conduct **Pre-Bid Conference** for the Project: **Proposed Temporary PPA Field Office at Malalag Port, Malalag, Davao del Sur.**

III. PROCEEDINGS

The Pre-Bid Conference was called to order at 10:50 a.m. and was presided by Engr. Asterio C. Gallardo Jr., PMO Davao Single BAC Vice-Chairperson after an invocation which was led by Ms. Daryl Mae U. Demerey. The members of the PMO Davao Single BAC were introduced and a quorum was declared by Ms. Daryl Mae U. Demerey, BAC Secretariat, Member since majority of the members of the BAC were present. Likewise, the BAC Secretariat acknowledged the presence of the bidders/observers and informed the group that a Letter of invitation was sent last December 20, 2019 to the following

observers namely: ASAC, PICE, PLSA, and COA. 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 mentioned the Audit Objectives of the Pre-Bid Conference:

    - To verify if the BAC conducted a Pre-Bid Conference for a contract with an ABC of Php 2,939,341.15;
    - To verify if the Pre-Bid Conference was conducted within the required time; and
    - To verify if during the Pre-Bid Conference the participants, led by the BAC, performed the required task

2. Likewise, the BAC Vice - Chairperson apprised the group that there was one (1) bidder who bought the bidding documents.

3. At this point, the BAC Vice - Chairperson turned over the floor to the Members of the Technical Working Group (TWG), Arch't. LJ Bedico 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)

4. Discussed were the following for the preparation of Supplemental Bid/Bulletins and for issuance of a BAC Resolution:
    - Update the Minimum Required Equipment Form
    - Replace the name of the Chairperson to the Vice – Chaiperson in all bidding forms/documents for this bidding

5. Issues raised were the following:

    a. BAC Vice - Chair informed the prospective bidders regarding the business permit which will expire this December and that the post qualification will be conducted by January 2020. The prospective bidders were reminded to get the permit early since an application can be accepted for said purpose.
    b. TWG member, Archt. Bedico reminded them that the audited financial statements to be used is Calendar Year (CY) 2018.

c. TWG member-Archt. Bedico reiterated to the prospective bidders on the submission of bids. If sole proprietorship the representative shall present a Special Power of Attorney (SPA); and a secretary certificate is required in case of a corporation; authorizing them to submit the bidding documents. BAC Chair also added to include in the authorization to attend the opening of bids.
d. BAC provisional member Ms. Luga reminded them to put the correct name of the project in the SPA or Secretary's Certificat and late submission of bids on the date and time set shall be a ground for disqualification.
e. TWG member, Archt. Bedico, likewise, reminded them also about to check online the amendments on the bidding documents at the PPA website and GPPB website.

There being no other matters to be discussed, BAC member Ms. Prieto motioned that meeting is adjourned, seconded by BAC provisional member Mr. Ingente. The meeting was adjourned at 12:15 pm.

Recorded by:

DARYL MAE U. DEMEREY
BAC Secretariat, Member

Noted by:

ASTERIO C. GALLARDO, JR.
BAC Vice Chairperson EP/PGCS