



Bids and Awards Committee

Minutes of the Pre-Bid Conference
Construction of Various Public Buildings (Cluster 3)
Various Barangays, Tabaco City
Contract ID No. 021-10-2019-INFRA, ABC: Php 40,441,732.59

November 13, 2019, 9:30 AM

BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

1. Attendees:

BAC Members:

Ricardo B. Arjona	BAC Vice-Chairman
Arch. Franco Bite	BAC Member
Engr. Dindo B. Bongalosa	BAC Member

Technical Working Group/Secretariat:

Luis Melgar	TWG Member
Engr. Roland Garcia	TWG Member
Engr. Myla Broncano	TWG Member
Engr. Zernan Z. Serrano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat

Observers: None

Participating Bidders:

DV Salud Construction, Noveleta, Cavite	- Lady Hanna Gallon
RD Mandanas Construction, Canaman, Cam Sur	- Zaldy O. Porcalla
AKN Construction Corp., Makati City	- Rene Bernard Ranera
St. Bernardine Construction, Naga City	- Henry Yee / Gemma Labordo

2. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order by Vice Chairman Ricardo B. Arjona at exactly 9:50 in the morning. BAC Chairman Atty. Jovito B. Coderts, Jr. was attending an important business, hence, Vice Chairman Ricardo B. Arjona presided the meeting. With majority of the BAC Members present, a quorum was declared.

3. Digest of the Pre-Bid Conference

- The BAC Secretariat stated the compliance of the BAC with regards to the invitation of observers. It was noted that the observers from PICE- Legazpi Chapter, TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- Mr. Ricardo Arjona acknowledged the presence of the representatives of the participating bidders. He also gave a brief introduction of the project.
- The secretariat was requested to flash the bidding documents in the screen to facilitate the discussion. The BAC proceeded with the presentation and discussion of the bidding documents for the procurement at hand. Applicable clarifications and emphasis were likewise made.

Section I- Invitation to Bid

The Invitation to Bid was read aloud by Mr. Arjona. Emphasis were made on the following information, to wit:

- Contract/Project Name: Supply of Labor, Materials and Equipment for the Construction of Various Public Buildings (Cluster 3), Various Barangays, Tabaco City
- Contract ID No. 021-10-2019-INFRA
- Approved Budget for the Contract (ABC): Php 40,441,732.59

- Source of Funds:

<i>Sources:</i>	<i>Amount</i>
20% CDF 2017 & 2018 cont. 2019 and CY 2019	P 7,000,000.00
General Fund (Capital Outlay) Supplemental Budget No. 2-2019	6,500,000.00
20% CDF 2017 & 2018 cont. 2019	2,000,000.00
20% CDF 2018 cont. 2019 and CY 2019	15,000,000.00
20% CDF 2018 cont. 2019	1,000,000.00
General Fund (Capital Outlay) 2019	6,000,000.00
20% CDF 2017 cont. 2019	1,000,000.00
Special Education Fund (SEF) 2019	2,000,000.00
Total	P 40,500,000.00

- Delivery Period: 240 calendar days from receipt of Notice to Proceed
- Brief description of the Scope/Work to be done which is compose of thirteen (13) item projects, each with a corresponding approved budget. The bid for each item should not exceed the corresponding approved budget, otherwise, their bid will be rejected and disqualified.

Item No.	Description	Approved Budget (Php)
1.	Construction of Tagas Multi-Purpose Hall at Tagas, Tabaco City	7,990,466.58
2.	Rehab/Improvement of San Isidro Multi-Purpose Hall at San Isidro, Tabaco City	1,997,597.93
3.	Construction of Oson Multi-Purpose Hall at Oson, Tabaco City	3,991,309.30
4.	Construction of San Ramon Health Center at San Ramon, Tabaco City	2,995,050.61
5.	Construction of San Lorenzo Multi-purpose Center at San Lorenzo, Tabaco City	2,998,603.44
6.	Construction of Pinagbobong Multi-purpose Center at Pinagbobong, Tabaco City	2,998,603.44
7.	Construction of Cormidal Multi-purpose Center at Cormidal, Tabaco City	998,304.00
8.	Construction of San Antonio Multi-Purpose Hall at San Antonio, Tabaco City	2,998,603.44
9.	Construction of Guinobat Multi-Purpose Hall / Center (Extension) at Guinobat, Tabaco City	2,997,398.30
10.	Construction of Perimeter Fence at Sanitary Landfill (SLF) at Sitio Nagsipit, Brgy. Mariroc, Tabaco City	5,990,420.75
11.	Construction of Multi-purpose Hall at Basud Elementary School, Tabaco City	997,974.53
12.	Proposed One Unit Classroom at Mariroc High School, Tabaco City	1,989,028.33
13.	Repair of PNP Station at Pawa, Tabaco City	1,498,371.94

- Bidding Documents fee: Twenty-Five Thousand Pesos (Php 25,000.00) – Non-refundable
- Minimum Requirements for prospective bidders:
 - Minimum PCAB License Category: General Engineering

- PCAB Project Registration and Size Range: Building – Medium A
- Manpower Requirements –

1 Project Manager	1 Project Engineer
2 Construction Foreman	1 Construction Safety Officer
3 First Aider	44 Skilled Worker
- Minimum Equipment Requirements –

1 unit Backhoe Excavator	1 unit Stake Truck
4 units One Bagger Concrete Mixer	3 units Concrete Vibrator
3 units Rebar Bender	3 units Rebar Cutter
1 unit Welding Machine	Enough Handtools
- Schedule of Bidding Activities:

The bidders were reminded that the submission of bid will be on or before 9:00 AM of November 28, 2019 and the opening will follow at 9:30 AM. There were also told that the issuance and buying of documents is until November 22, 2019; hence, other interested participant are still welcome even they did not attend the pre-bid conference.

Section II – Instruction to Bidders

It was explained that Section II contains the general instruction to the bidder and any amendments thereof is found in Section III-Bid Data Sheet.

Section III- Bid Data Sheet

During the discussion, it was explained that most of the data in this Section is also found in Section I. It was emphasized however that the specific requirements of the project is embodied in this Section particularly the documentary requirements to be submitted which were enumerated in Clause 12.1 thereof. It was explained that two envelope system is used. The first envelope contains the Eligibility and Technical components while the second envelope contains the Financial Component.

FIRST ENVELOPE-Technical Component:

- The Technical Component of Bid (1st Envelope) are as follows:

Eligibility Documents:

1. As per GPPB Circular No. 07-2017, July 31, 2017, the following documents will be submitted as Legal Eligibility Documents:
 - a) Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives.
 - b) Mayor's / Business permit issued by the city or municipality where the principal place of business is located.
 - c) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
2. A Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid. In this case, the bidder should have a registration for Building with size range of Medium A.
3. In lieu of the above requirements, a bidder may submit a valid PhilGEPs Registration Certificate (Platinum Membership) or a combination of the aforementioned documents if such has been duly updated.
4. Statement of all its ON-GOING government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, using the form **List of All Ongoing Contracts** under Section IX.

Bidding Forms. The statement shall indicate all the required information and which shall be supported by a NOA, Contract and/or NTP issue by the owner.

5. Statement of its SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, with a value of at least 50% of the ABC and within the last five (5) years from the submission of bids, using the form **Statement of SLCC** under Section IX. Bidding Forms. The statement shall indicate all the required information and which shall be supported by a NOA and/or NTP, Project owner's Certificate of Final Acceptance or Certificate of Completion issued by the owner other than the contractor, or the Constructor's Performance Evaluation Summary (CPES) Final Rating, which must be satisfactory, or in case of private sector, an equivalent document shall be submitted.

Similar contracts refers to contracts which have the same major categories of work – **construction/improvement/rehab/repair of buildings.**

6. Bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

7. Audited Financial Statements (AFS), showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

The AFS shall be for the year ending December 31, 2018.

8. IV A, if applicable;

It was clarified that if the bidder is a joint venture or will enter into a Joint Venture, each partner of the JV shall submit the required legal eligibility requirements. For the technical and financial eligibility requirements, any of the joint venture partners may submit and such constitute compliance.

Technical Documents:

9. Bid Security – in the form of Bid Securing Declaration (BSD) or any of the other form mentioned in the Bidding Documents. If BSD is used, it must be the standard form provided and should be duly notarized.

10. Project Requirements:

- a. Organizational chart for the contract to be bid showing specific names of key personnel and positions pledged for the implementation of the project.
- b. List of contractor's personnel to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in **ITB Clause 12.1(b)(ii.2).**

<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>
Project Manager (1)	5 years	3 years
Project Engineer (1)	5 years	3 years
Construction Foreman (2)	3 years	1 years
Construction Safety Officer (1)	3 years	1 years
First Aider (3)	3 years	1 years
Skilled Worker (44)	-	-

The form **Qualification of Key Personnel proposed to be assigned to the Contract** found in Section IX. Bidding Forms shall be used and must be supported by the following documents:

1. Their complete qualification and experience data sheets (with list of supervised completed projects including amount of contracts);
2. PRC Licenses for engineers/architects; and
3. Certificate of Training for the Safety Engineer/Officer issued by BWC/DOLE or its authorized training centers.

c. List of contractor's **major equipment units**, which are owned, leased, and/or under purchase agreements, appropriately **supported by proofs of ownership** such as **Official Receipts** of purchase/acquisition, Deed of Sale, Lease Contract, and/or Certificate of Availability of Equipment from the equipment lessor/vendor for the whole duration of the project, as the case may be, which must meet the minimum requirements for the contract set in **ITB Clause 12.1(b)(ii-3)**.

Equipment	No of Units
Backhoe Excavator	1
Stake Truck	1
One Bagger Concrete Mixer	4
Concrete Vibrator	3
Rebar Bender	3
Rebar Cutter	3
Welding Machine	1
Handtools	Enough

For this purpose, use the form List of Equipment, under Section IX. Bidding Forms.

11. Omnibus Sworn Statement – should be compliant in substance and in form and duly notarized. For representatives, the statement shall be supported with Special Power of Attorney (SPA) for Sole Proprietorship or Board Resolution/ Secretary's Certificate, for corporation or cooperatives.

12. Certificate of Site Inspection issued by the City Engineering Office or Affidavit of Site Inspection executed by the bidder's authorized representative.

The site inspection will be on November 19, 2019, 8:30AM. The assembly will be at City Engineering Office.

SECOND ENVELOPE-Financial Component:

o The Financial Component of Bid (2nd Envelope) are as follows:

1. Financial Bid Form;
2. Bid prices in the Bill of Quantities;
3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
4. Cash flow by quarter or payment schedule.

Related Forms for the above-requirements are found in Section VIII-Bidding Forms.

It was reiterated that bids with financial component exceeding the ABC and the approved budget for each item shall not be accepted.

Clause 20.3 was also emphasized which states that each Bidder shall submit one (1) original and two (2) photocopies of the first and second components of its bid. The original copy of the legal documents which

cannot be submitted should be stamped and signed as "Certified True Copy of the Original" by the authorized representative of the Bidder.

During the post-qualification period, additional documents as enumerated in Clause 29.2 of the BDS shall be required of from the bidder declared as Lowest Calculated Bidder after the detailed evaluation, which includes the following:

1. Latest income/business tax returns filed and paid thru the EFPS for the past six months;
2. BIR Registration Certificate;
3. Certificate of PhilGEPS Registration (Platinum Membership), if the bidder submitted only its Class "A" Documents in its Eligibility and Technical Components.

Similarly, the bidder determined as one with the Lowest Calculated and Responsive Bid (LCRB) will be issued a Notice of Award and shall be required to submit the following documents which shall form part of the contract, to wit:

1. Construction Safety and Health Program approved by the DOLE.
2. Construction Schedule and S-curve / Bar Chart / PERT CPM Network Diagram and detailed computations of contract time.
3. Manpower Utilization Schedule
4. Narrative Description of Construction Procedures and Methods
5. Equipment Utilization Schedule

Section IV - General Conditions of the Contract

The provisions hereof shall apply to the bidder declared as winning bidder for the contract.

It was explained that any amendments to this Section is found in Section V.

Section V - Special Conditions of the Contract

It was explained that there isn't much changes made in the General Conditions of the Contract.

Section VI - Specifications and Section VII - Drawings

Section VI contains the specifications or the description of works to be done by the contractor.

Engr. Dindo Bongalosa explained the specifications together with the plans/drawings of the project.

Section VIII - Bidding Forms

This portion of the Bidding Documents contains the template of Forms to be used by the bidder in its preparation of its bid proposal. It also includes the guidelines in the envelope markings and sealing of bids.

- After the discussion, the bidder's representatives were asked if they had any questions or clarification on the requirements of the project. However, they said that there was none.
- The BAC reiterated the schedule of bid submission and reminded the bidders that any bids submitted and received by the BAC beyond the time of submission will be marked as LATE and will no longer be accepted.

v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 11:15 in the morning.

Prepared by:


MELISSA BIRON
BAC Secretariat

Noted:


ROSELYN R. CHIA
Chief BAC Secretariat

APPROVED:

(OB)
ATTY. JOVITO BRON CODERIS, JR
BAC Chairman


RICARDO B. ARJONA
BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
BAC Member


ARCH. FRANCO B. RITE
BAC Member

(on leave)
SHERRY A. TRILLES
BAC Member