



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

BIDS AND AWARDS COMMITTEE

**MINUTES OF MEETING
PRE-BID CONFERENCE**

Extension of DBM-RO8 Main Building and Various Infrastructure Project
August 5, 2019, 10:00 AM @ DBM-RO8, Tacloban City

I. Attendance

BAC/BAC Sec/TWG

Aleli N. Hernandez
Liberace N. Limsiaco
Josefina P. Escoto
Absal N. Abah
Rheand Cornell M. Palomino
Cheryl Dumlao

Remarks

Vice-Chairperson
Member
Member
Member
Secretary
TWG

Absent:

Florita M. Lacdo-o (on official travel)
Juvy A. Lobedica (on official travel)
Mylene G. De Veyra (on official travel)

Chairperson
Member
Secretary

Inspection Committee Representatives

Evelyn R. Japzon

Member

Supply/Infrastructure Project Officer - Solie T. Dosado

Prospective Bidders/Suppliers

Randy Castelo
Micha S. Chiu
Bonifacio M. Hoo Jr.
Kenrick G. Ombria
Rafael Parado
Niño Deles
Joseph Acebedo
Fretz Arpon
Marilou R. Cayosa
Leah Paz Lopido
Emmanuel S. Tunggolh
Vilma Domus

Sunray's Builders
QCC Const.
Limar Const.
GPUY Const. & Supply
Chu Const.
D.L. Aureo Const.
IDA Jr Builders & Const. Supply
CFV ARAR Contractors Phils. Inc.
Silk & Steel Const.
Segua Construction & Enterprises
YFL Builders
ROVINUAL

Observers*

None

**BAC invited observers from Commission on Audit (COA) Resident Auditor, Volunteers Against Crime & Corruption (VACC) and Philippine Constructors Association (PCA), but none attended from the said office/organization*

II. Preliminaries

Facilitated by the BAC Secretary, the following preliminaries were executed prior to the start of the meeting proper:

- i. Invocation
- ii. Acknowledgment of Attendees

The BAC Secretary then informed the Body that Observers from COA, VACC and PCA, were invited to attend the procurement activities of this particular project, however, none was present in the pre-bid conference.

III. Call to Order

Upon declaration of a quorum, the BAC Chairperson called the meeting to order at 10:05 A.M.

IV. Highlights of the Meeting

The BAC Vice-Chairperson, Aleli N. Hernandez informed the Body that this pre-bid conference is a rebid of the *Extension of DBM-RO8 Main Building and Various Infrastructure Project* due to failure of bidding caused by non-compliance of bids to the documentary requirements, such as Omnibus Sworn Statement, Statement of Single Largest Contract, Certificate of Final Acceptance, Minimum Major Equipment Requirements, Income Capacity, Certificate of Availability of Equipment, and Plans and Drawings. Likewise, the main purpose of the pre-bid conference is to discuss the contents of the bidding documents of the subject procurement and to be clarified on the technical component of bid documents.

The BAC Vice-Chairperson then called Mr. Abah to discuss the eligibility and technical documents. Mr. Abah emphasized the following:

1. Those suppliers/ contractors who have participated/submitted their respective bids last July 25, 2019 (during the first bidding conducted that was declared a failure) are no longer required to pay the corresponding fee of the bid documents should they decide to join again in this bidding.;
2. For the Omnibus Sworn Statement, use competent evidence of identification or valid ID, not Community Tax Certificate (cedula);
3. Certification of availability of equipment for the duration of the project is required whether an equipment is owned or lease; and
4. Inconsistent addresses in different documents may be a ground for disqualification during post-qualification.

As to the specifications, the same were presented in details by Engr. Dumlao. Engr. Dumlao emphasized the following:

1. Complete plans and drawings for the purpose of securing permits need to be signed only when the contract is awarded to the winning bidder;
2. On carpentry work, ¼ Marine Plywood is required, not 3/16;

The BAC likewise entertained and responded to questions/clarifications raised by the present bidders. Below were the discussions/clarifications/agreements during the conference:

Discussions / Biding Documents	Bidders' Questions/Clarifications	BAC Response
<p>a. Invitation to Bid (discussed by Mr. Abah)</p> <p>i. The project is Extension of DBM-RO8 Main Building and Various Infrastructure Project with an ABC of P7,800,000.</p> <p>ii. Completion of the Works is required within one hundred eighty (180) calendar days from the receipt of the Notice to Proceed.</p> <p>iii. Interested bidders may obtain further information from Mylene G. De Veyra / Atty. Rheand Cornell M. Palomino of DBM-ROVIII from July 27, 2019 to August 19, 2019, 8:00 AM to 6:00 PM.</p> <p>iv. A complete set of Bidding Documents may be acquired by interested bidders on July 27, 2019 to August 19, 2019 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Eight Thousand Pesos Only (P8,000.00).</p> <p>v. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p> <p>vi. The <i>Department of Budget and Management Regional Office VIII</i> will hold a Pre-Bid Conference on <i>August 5, 2019, 10:00 AM</i> at <i>DBM Regional Office VIII, Marasbaras, Tacloban City</i>, which shall be open to prospective bidders.</p> <p>vii. Bids must be duly received by the BAC Secretariat at the address below on or before August 19, 2019, 9:30 AM, DBM Bundy Clock Time.</p> <p>viii. Bid opening shall be on August 19, 2019, 10:00 AM, DBM Bundy Clock Time at DBM-Regional Office VIII, Tacloban City.</p>	<p>How about those who have joined and paid the fee during the first bidding conducted, will they still be required to pay anew?</p>	<p>No, those suppliers/ contractors who have participated/ submitted their respective bids last July 25, 2019 (during the first bidding conducted that was declared a failure) are no longer required to pay the corresponding fee of the bid documents should they decide to join again in this bidding. This shall be included in a supplemental bid bulletin.</p>

b. Instruction to Bidders / Bid Data Sheet

(discussed by Mr. Abah)

- i. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary

For this purpose, similar contracts shall refer to Construction/repair/renovation/rehabilitation of an office/building.

- ii. The Bidder must submit a computation of its 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 for this Project.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

- iii. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- iv. Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.4.
- v. Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the BDS at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

Eligibility Class A Documents

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR (Platinum membership)
- Statement of all its ongoing 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; and

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) nature of work;
- (ii.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;
- (ii.8) date of completion or estimated completion time;
- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

- Unless otherwise provided in the BDS, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project;
- NFCC computation in accordance with ITB Clause 5.5.

Technical Documents

➤ **Bid Security**

Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:

- (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank

➤ **Project Requirements:**

- a) Organizational chart for the contract to be bid;
- b) List of contractor's personnel with the required minimum work experience requirements for key personnel provided under 12.1(b)(ii.2) of the BDS and the

required template under the Section IX Bidding Forms.

The bidder must use the prescribed template indicating all the required key personnel with relevant needed information per template. Incomplete submission of information or non-compliance with the requirements will be a ground for disqualification.

At least three (3) laborer/helper must be provided in the project;

Use the standard form provided under Section IX. Bidding Forms (List of Key Personnel Proposed to be Assigned to the Contract). The list must be supported by individual resumes/bio-data of all personnel, photocopy of PRC License of the Engineers and certificate/s of training of the health and safety officer; and

- c) List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, which must meet the minimum requirements for the contract set in the BDS;

The list must indicate the minimum capacity of the required major equipment using the unit of measure per 12.1(b)(ii.3) of the BDS.

Supporting documents must also be submitted such as proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be.

- **Omnibus Sworn Statement using the prescribed form as provided in Section IX. Bidding Forms**

Financial Component

- a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with ITB Clauses 15.1 and 15.3;
- b) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates,

Should the notarial act be handwritten or stamped?

Either, so long as the required information is given.

and equipment rentals used in coming up with the Bid (using the suggested format provided in Section VIII); and

c) Cash flow by quarter or payment schedule.

d) Unless otherwise stated in the BDS, all Bids that exceed the ABC shall not be accepted.

- i. All bid prices shall be quoted in Philippine Pesos
- ii. Bids will be valid until one hundred twenty (120) calendar days from the date of the opening of bids. *(Other information related to bid security were likewise discussed by Mr. Abah)*
- iii. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified.
- iv. *Upon signing and execution of the contract, pursuant to ITB Clause 31, and the posting of the performance security, pursuant to ITB Clause 32, the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in ITB Clause 18.2.*
- v. *Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the ITB Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid.*
- vi. *Forms as mentioned in ITB Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.*
- vii. *The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail. (All other details of the format and signing of bids were discussed by Mr. Abah)*

viii. *Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.*

ix. *Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.*

x. **Sealing and Marking of Bids**

Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12, in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL BID."

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____," respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

All envelopes shall:

(a) contain the name of the contract to be bid in capital letters;

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(b) bear the name and address of the Bidder in capital letters;

(c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 21;

(d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and

(e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

<p>xi. The deadline for submission of bids is August 19, 2019, 9:30 A.M., DBM Bundy Clock Time, while bid opening is within the same day at 10:00 A.M. Late bids will not be accepted.</p> <p>xii. Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to ITB Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder's name, its representative and the time the late bid was submitted.</p> <p>xiii. Modification and Withdrawal of Bids</p> <p>xiv. The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the BDS. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.</p> <p>xv. Unless otherwise specified in the BDS, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".</p> <p>xvi. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in ITB Clause 13.2, the BAC shall rate the bid concerned as "failed." Only bids that are determined to contain all the bid requirements for both components shall be</p>		
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<p>rated "passed" and shall immediately be considered for evaluation and comparison.</p> <p>xvii. The Bidders or their duly authorized representatives may attend the opening of bids.</p> <p>xviii. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.</p> <p>xix. 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, unless otherwise allowed in the case of ITB Clause 26.</p> <p>xx. The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to ITB Clause 24, in order to determine the Lowest Calculated Bid.</p> <p>xxi. Partial bid is not allowed.</p> <p>xxii. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.</p> <p>xxiii. Bids shall be evaluated on an equal footing to ensure fair competition.</p> <p>xxiv. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12, and 13.</p> <p>xxv. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the</p>		
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<p>project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.</p> <p>xxvi. Subject to ITB Clause 28, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.</p> <p>xxvii. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:</p> <ul style="list-style-type: none"> (a) Submission of valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration for the type and cost of the contract to be bid as a pre-condition to the Award, within ten (10) calendar days from receipt of the Notice of Award; (b) Posting of the performance security in accordance with ITB Clause 32; (c) Signing of the contract as provided in ITB Clause 31; and (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184. <p>xxviii. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder.</p> <p>xxix. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.</p> <p>xxx. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.</p> <p>xxi. Additional contract documents with the winning bidder are: Construction Schedule and PERT/CPM to be submitted by the winning contractor within the period specified in the Notice of Award.</p>		
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<p>Approved Building Permit or Excavation Permit issued by the Office of Building Official, City of Tacloban, in case the former is not yet available within the required 10-day period. Provided however, that the Building Permit must be submitted within ten (10) calendar days from receipt of the Notice to Proceed.</p> <p>xxii. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.</p> <p>xxxiii. Within seven (7) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.</p> <p>xxxiv. Protest mechanism in accordance with Section 55.</p>		
<p>c) Drawings/ Plans / Specifications/ Bill of Quantities (discussed in details by Engr. Dumlao)</p> <p>i. Specifications ii. Drawings iii. Bill of Quantities (BOQ)</p> <p><u>General Requirement & Preliminaries</u> Complete Plans and Drawings and Specifications, Secure Building Permits (see attached list of requirements from the Office of the Building Official), Secure Occupancy Permits (see attached list of requirements from the Office of the Building Official), Material Testing analysis, As-Built Plans, and other Requirements needed by the end user (Ex. Daily/weekly reports, Bar Chart, S-Curve, Statement Work Accomplishment Report, etc.)</p> <p><u>Demolition/Removal of Obstacles</u></p>	<p>Can we see the drawings?</p> <p>Will we be provided BOQ?</p> <p>Do we have a connection details (beams) from old to new structure?</p>	<p>Yes, it is actually part of the bid docs and posted in PhilGEPS.</p> <p>Yes, it is actually part of the bid docs, but the detailed estimates shall come from the bidder to support the BOQ.</p> <p>It shall be indicated in supplemental bid bulletin.</p>

<p><u>Earthwork</u> <u>Gravel Bedding</u> <u>Forms and Scaffoldings</u> <u>Concrete Work</u> <u>Rebar</u> <u>Masonry Work</u> <u>Tile Work</u> <u>Roofing Work</u> <u>Carpentry Work</u> <u>Electrical Work</u></p> <p><u>Plumbing Work</u> <u>Transfer/Relocation of Aircondition Unit</u> <u>Fire Alarm System</u> <u>Furniture/Fixture</u> <u>Painting Work</u></p> <p>The prospective bidder must submit the complete plans and drawings, as follows: a. Architectural Plans; b. Structural Plans; c. Structural Design and Analysis; d. Plumbing and Sanitary Plans; and e. Electrical Plans.</p>	<p>Can you provide the specifications of the electrical wirings of old DBM Main Building?</p> <p>Can we name a brand in our bid?</p> <p>Do we need to submit the complete plans and drawings printed in A3 paper size?</p>	<p>Yes, it shall be specified in a supplemental bid bulletin.</p> <p>Yes, but it must conform to the specifications.</p> <p>Substance over form applies. Since there is no prescribed format, using a paper size other than A3 is not a fatal defect. It is encouraged however to use A3 paper size.</p>
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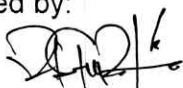
The BAC Chairperson further informed the bidders that interested bidders may request the BAC to pre-check/review the eligibility and technical documents prior to the deadline of bid submission but not later than August 13, 2019.

The prospective bidders then proceed with the site inspection which was facilitated by Engr. Dumlao.

V. Adjournment

There having no other matters up for discussion, the meeting adjourned at 11:45 A.M.

Prepared by:



RHEAND CORNELL M. PALOMINO
BAC Secretary

Noted and Approved by BAC Members:

(on official travel)

FLORITA M. LACDO-O
Chairperson



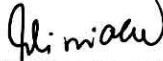
JOSEFINA P. ESCOTO
Member

(on official travel)

JUVY A. LOBEDICA
Member



ALELI N. HERNANDEZ
Vice-Chairperson



LIBERACE N. LIMSIACO
Member



ABSAL N. ABAH
Member