



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**  
July 8, 2019, 10:00 AM @ DBM-RO8, Tacloban City

**I. Attendance**

**BAC/BAC Sec/TWG**

	<b><u>Remarks</u></b>
Florita M. Lacdo-o	Chairperson
Aleli N. Hernandez	Vice-Chairperson
Liberace N. Limsiaco	Member
Juvy A. Lobedica	Member
Josefina P. Escoto	Member
Absal N. Abah	Member
Mylene G. De Veyra	Secretary
<i>Absent:</i>	
Rheand Cornell M. Palomino	Secretary

**Inspection Committee Representatives**

Ma. Rebecca R. Dorado	Chairperson
Evelyn R. Japzon	Member

**Supply/Infrastructure Project Officer - Solie T. Dosado**

**Prospective Bidders/Suppliers**

Jovanie Gotardo	Limar Conct.
Jake Labro	Stnone Builders
Neslie Luangco	Miles Const. & Ent.
Abundio M. Palacio, Jr.	JJ Palacio Const.
Shirley Afable	Joni Construction
Manolito Villero	3 A's Builders
Marilou R. Cayosa	Silk & Steel Const.
Jeralyn Modesto	Galactic Const. & Ent.
Vilma Domus	Rovinal Engr. and Construction
Nimpha M. Nolasco	PAEJ Const. & Supply
Narcisa A. Valenzona	Belgers Const. & Supply
Susan C. Cadavis	R.S. Reyna Const.
Emmanuel S. Tunggolh	YFL Builders
Nancy Basada	KRC Const. & Supply
Jacky Lou Duroy	MCLR Engineering Seroce
Joseph Alston Acebedo	IDAJR Builders & Const. Supply
Dionevie Tapil	NGP Const.
Benjie Lapera	NGP Const.
Willy Oldan	L.P. Villasin Const.
Jaypaul Morante	RBJ Training & Const.

Fretz Van Jay Arpon  
Brandon Amejag  
Honeylene Salazar  
Gilbert P. Uy  
Niño Virgel P. Cabueñas

CFV Arar  
Wawot Builders  
DNC Myrna Const. & Supply  
GPUV Const. & Supply  
NV & C Const. & Gen. Supply

**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 Chairperson, Florita M. Lacdo-o informed the Body of the main purpose of the pre-bid conference which is to discuss the contents of the bidding documents of the subject procurement. Likewise, suppliers may raise questions and clarifications to ensure uniformity in the interpretation of the requirements and avoid declaration of ineligible bidder during bid evaluation. The BAC Chair likewise emphasized that as much as possible, the bidders present in the pre-bid conference will be the one to prepare their respective bids, otherwise, make sure that the relevant information must be relayed to those who will be assigned in the preparation of the bid/proposal. The procuring entity wanted to avoid declaration of failure of biddings just because of incorrect interpretation/application of the requirements. Hence, the BAC Chairperson reiterated to the suppliers to raise questions and clarifications.

The BAC Chairperson then called Mr. Abah to discuss the eligibility and technical documents. As to the specifications, the same were presented in details by Engr. Dumlao.

The following important contents of the Bidding Documents were discussed/emphasized in the Pre-bid Conference.

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. <b>Invitation to Bid</b> (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. Bidders should have completed a contract similar to the Project.</p> <p>iii. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act.</p> <p>iv. Interested bidders may obtain further information from Mylene G. De Veyra / Atty. Rheand Cornell M. Palomino of DBM-ROVIII and inspect the Bidding Documents at the address given below from June 28, 2019 to July 25, 2019, 8:00 AM to 6:00 PM</p> <p>v. A complete set of Bidding Documents may be acquired by interested bidders on June 28, 2019 to July 25, 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>vi. Bids must be duly received by the BAC Secretariat at the address below on or before July 25, 2019, 9:30 AM, DBM Bundy Clock Time. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.</p> <p>vii. Bid opening shall be on July 25, 2019, 10:00 AM, DBM Bundy Clock Time at DBM-Regional Office VIII, Tacloban City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.</p>	<p>Are suppliers still allowed to purchase bid documents until 6PM of July 25, 2019?</p>	<p>No, because the deadline of bid submission is July 25, 2019, 9:30 AM, DBM Bundy Clock Time and that is clearly provided in the bidding documents. You may be allowed to purchase bid documents from June 28, 2019 to July 25, 2019 (on or before the deadline of bid submission).</p>

<p>viii. The Department of Budget and Management Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.</p>		
<p><b>b. Instruction to Bidders / Bid Data Sheet</b> (discussed by Mr. Abah)</p> <p>i. The Procuring Entity is Department of Budget &amp; Management Regional Office VIII.</p> <p>ii. The name of the Contract is Extension of DBM-RO8 Main Building and Various Infrastructure Project.</p> <p>iii. The Funding Source is FY 2019 General Appropriations Act, RA11260 in the amount of Seven Million Eight Hundred Thousand Pesos Only (P7,800,000.00).</p> <p>iv. Documents comprising the Bid: Eligibility, Technical Documents and Financial Components</p> <p><b><u>Eligibility Class A Documents</u></b></p> <p>➤ <b>PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR (Platinum membership)</b></p> <p>In view of the issuance of GPPB Circular 07-2017 dated July 31, 2017 on the "Deferment of the Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership" during bid submission in competitive bidding under 8.5.2 of the 2016 Revised IRR of RA 9184, prospective bidders have the option to submit:</p> <ol style="list-style-type: none"> <li>1. The Class "A" Eligibility Documents (Registration Certificate; Mayor's Business Permit or its Equivalent document; Tax Clearance; Philippine Contractors Accreditation Board (PCAB) license; and Audited Financial Statements) required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR, or</li> <li>2. If already registered in the PhilGEPS under the Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of the above-mentioned Class "A"</li> </ol>	<p>Can we submit a temporary document/license in lieu of the PCAB license, since our request for renewal is still on process?</p>	<p>There is no substitute document for the PCAB license. So, you must submit a PCAB license valid from the bid opening until issuance of award. Unlike for the Mayor's Permit, the 2016 IRR of RA9184 allows a substitute document such as an Official Receipt as proof that the same is still on process.</p>

Eligibility Documents, or

3. A combination of options 1 and 2 above.

In case the bidder opted to submit their Class "A" Documents (option 1), the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. It was further emphasized that the uploaded documents in the PhilGEPS must be valid, current, and updated to be considered compliant.

- **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.** The 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.

Definition of similar contracts is:

*"Construction/repair/renovation/rehabilitation of an office/building".*

The Bidder must have completed a single contract that is similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistic Office consumer price index.

The two statements shall indicate the information required under Section 12.1(a)(ii) of the Bid Docs for each contract. The BAC did not provide any template for the above statements as long as the required information are provided in the statement.

- **NFCC computation in accordance with ITB Clause 5.5 which is**

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the

Is there a required period for the SLCC?

Do we need to attach the final acceptance for the SLCC?

There is no relevant period for the SLCC, since the 2016 IRR of RA9184 did not require any relevant period in the case of infrastructure projects. Hence, any project may be submitted as SLCC as long as the same will comply with the definition of similar contract as discussed earlier and indicated in the BDS.

Yes. You need to submit the Owner's Certificate of Final Acceptance issued by the owner/procuring entity.

projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

- If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

**Technical Documents**

➤ **Bid Security**

The bid security shall be in the form of a Bid Securing Declaration using the prescribed template/format provided in the Bidding Documents or any of the following forms and amounts:

- a) The amount of not less than One Hundred Fifty-Six Thousand Pesos Only (P156,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b) The amount of not less than Three Hundred Ninety Thousand (P390,000.00) if bid security is in Surety Bond.

Bid Security is valid until 120 calendar days from the date of the opening of bids.

Ensure that the bid security will indicate the correct name of the procuring entity which is DBM Regional Office VIII, otherwise, the bid will be declared "failed".

➤ **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; and

Are the key personnel required to have National Certificate2 (NC2) issued by TESDA?

We will clarify that thru issuance of a bid bulletin if we will require NC2 for key personnel.

- c) List of contractor's major equipment units with the minimum major equipment requirements under 12.1(b)(ii.3) of 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, 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.

Tax obligations is computed at 7% of the Direct Cost, Overhead, Contingencies & Miscellaneous (OCM) Expenses and Profit.

- v. 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 July 17, 2019. However, the pre-checking will not any way affect the results of the evaluation to be conducted by the BAC during the actual day of bid evaluation based on the actual documents submitted by the concerned bidder.
- vi. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding.

Can we extend the pre-checking to July 19, 2019?

No. We will maintain the July 17, 2019 as the deadline for the pre-checking of the eligibility and technical documents. July 19 is our ISO audit and we will be busy on the said date.

<p>vii. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.</p> <p>viii. All bid prices shall be quoted in Philippine Pesos</p> <p>ix. Bids will be valid until one hundred twenty (120) calendar days from the date of the opening of bids. <i>(Other information related to bid security were likewise discussed by Mr. Abah)</i></p> <p>x. Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>xi. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. 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. <i>(All other details of the format and signing of bids were discussed by Mr. Abah)</i></p> <p>xii. Sealing and Marking of Bids</p> <p>xiii. The deadline for submission of bids is July 25, 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>xiv. Modification and Withdrawal of Bids</p> <p>xv. Opening and Preliminary Examination of Bids</p> <p>xvi. Detailed Evaluation and Comparison of Bids</p> <p>xvii. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit the post qualification documents indicated in Section 28.2 of the BDS such as the latest income and business tax returns (1<sup>st</sup> Quarter 2019/Jan to May 2019) and a waiver of the confidentiality provision of Section 270 of the National Internal Revenue Code.</p>	<p>How many copies of the bid/proposal will be submitted? Are we required to put tabbing?</p> <p>Are the copies of the bid need to be originally signed?</p> <p>We already file our income and business tax returns through EFPS, do we still need to submit an authenticated copy of the returns by the BIR office?</p>	<p>One (1) original and two (2) copies of the first and second components of its bid. The signature requirements for the two (2) copies need not be original. As to the tabbing, there is no requirement for such, but it would be appreciated if you can put tabs for easy evaluation of the proposals.</p> <p>We only require the original component of the bids as the "original" documents with original signatures, while the two (2) copies are plain photocopies only.</p> <p>Yes, because that is required by the BIR during our post qualification process.</p>
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<p>viii. Contract award, signing of the contract and the posting of performance security within the prescribed period.</p> <p>xix. 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> <p>xx. Notice to Proceed will be issued within seven (7) calendar days from the date of approval of the Contract by the HOPE</p>		
<p><b>c. Drawings/ Plans / Specifications/ Bill of Quantities</b> (discussed in details by Engr. Dumlao)</p> <p>i. Specifications ii. Drawings iii. Bill of Quantities (BOQ) The BOQ shall be supported with a corresponding Detailed Estimates for each of the items of work. Show overhead, contingencies and miscellaneous. The Contractor is responsible for completing the Project in accordance with the Plans and Specifications.</p> <p>The Detailed Estimates must be filled out per item of the works/activity indicated in the BOQ. Breakdown of expenditures must be presented. Use the format presented in the Bidding Documents.</p>	<p>Is this a design and build type of project? Since we are required to submit complete plans and drawings.</p> <p>Will you not opt for the replacement from wood to metal furring for the carpentry work (ceiling)?</p> <p>It is hard to look for lawaan nowadays, can we just provide other type/kind of wood?</p> <p>Since there are additional works identified, can we just provide a certain percentage of our quotations covering the said additional works?</p> <p>What is the contract duration of the project?</p>	<p>No this is not a design and build type of project. We already have the drawings and plans as provided in the bidding documents. All you have to do is to prepare plans and drawings consistent with that provided in the bid documents and have it printed in A3 paper size. The plans and drawings need not be signed yet by the structural engineer, architect, etc.</p> <p>A supplemental/bid bulletin will be issued to further clarify these requirements.</p> <p>No. The specifications on the use of wood will still be maintained.</p> <p>The requirement of at least lawaan kind of wood will be maintained.</p> <p>No. The scope of works with the corresponding locations are clearly provided in the bidding documents with budgets already incorporated in the ABC. Hence your bid/proposal must clearly provide all the identified scope of works.</p> <p>Completion period is 180 calendar days.</p>

	Is the requirement for the diesel of the generator included in the ABC?	Yes, it is included in the budget.
<p><b>d. Special Conditions of the Contract</b> (discussed by the BAC Chairperson)</p> <p>i. The Intended Completion Period is within one hundred eighty (180) calendar days from the receipt of the Notice to Proceed. Intended completion date apply to the whole works.</p> <p>ii. The Procuring Entity's Representative is: Liberace N. Limsiaco, Chief Administrative Officer Finance and Administrative Services DBM Regional Office VIII, and with the assistance of the Technical Working Group (TWG) Member: Engr. Cheryl G. Dumlao, and Supply and/or Infrastructure Project Officer, Solie T. Dosado.</p> <p>iii. The Site is located at DBM Regional Office VIII, Marasbaras, Tacloban City.</p> <p>The Start Date is from the receipt of the Notice to Proceed.</p> <p>iv. The Contractor shall employ the Key Personnel required per bidding documents as discussed earlier by Mr. Abah. Please ensure to provide the needed key personnel using the prescribed template as discussed earlier, otherwise, your bid will be declared "failed".</p> <p>The contractor is allowed at most two (2) among the key personnel to stay overnight in the construction area within the duration of the project implementation for purposes of ensuring safety, security, and convenience of the works being undertaken, equipment and materials needed in the construction.</p> <p>v. The warranty against Structural Defects/Failures, except those occasioned on force majeure, is 15 years.</p> <p>vi. The Contractor shall submit the Program of Work to the Procuring Entity's Representative within the period specified in the NOA.</p> <p>vii. The period between Program of Work updates is every 30 days to discuss with the Procuring Entity's Representative the progress of work vis-avis submitted PERT/CPM. If negative deviations occur, a catch-up plan shall then be submitted by the Contractor.</p>	<p>Can we freely move in the implementation area during construction period?</p> <p>Will there be employees that will be distracted during the construction?</p> <p>Can we lower the number of years for the warranty?</p> <p>Are we allowed to submit a surety bond for the warranty security?</p>	<p>Yes. You will just have to coordinate with our Chief AO.</p> <p>None, since we will only break the wall once the extension of DBM building is done.</p> <p>No. We will maintain the 15 years requirement which is consistent with the 2016 IRR of RA9184 for permanent structures.</p> <p>Yes. You have the option to submit a surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission as provided in the Bidding Documents in the amount of not less than 30% of the contract price.</p>

<p>viii. The amount of the advance payment is 15% of the Contract Price payable in lump sum upon request by the winning contractor subject to the requirements under GCC Clause 39.2.</p> <p>ix. Materials and equipment delivered on the site but not completely put in place shall NOT be included for payment.</p> <p>x. Progress payment shall be based on actual completion of the infrastructure project or a specific segment or portion thereof using the following schedule: at least 50%, 75% and FINAL PAYMENT 100% work accomplishment.</p> <p>xi. "As built" drawings are required to be submitted prior to the contractor's request for final payment. Final payment shall be withheld until submission of "As built" drawings.</p>	<p>Will there be an advance payment?</p>	<p>Yes. Advance payment is 15% of the contract price payable in lump sum upon request by the winning contractor upon submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.</p>
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The BAC Chairperson further advise the bidders to carefully read the bidding documents and raise other concerns, if any, not later than July 16, 2019, for possible issuance of supplemental/bid bulletin, as needed. She likewise reminded the bidders to prepare their bids in accordance with the requirements so as to avoid being declared as failed bidder.

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 12:30 P.M.

Prepared by:

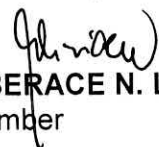
  
**MYLENE G. DE VEYRA**  
 BAC Secretary

Noted and Approved by BAC Members:

  
**FLORITA M. LACDO-O**  
 Chairperson

  
**ALELI N. HERNANDEZ**  
 Vice-Chairperson

  
**JOSEFINA P. ESCOTO**  
 Member

  
**LIBERACE N. LIMSIACO**  
 Member

  
**JUVY A. LOBEDICA**  
 Member

  
**ABSAL N. ABAH**  
 Member