



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**  
September 2, 2019, 9:30 AM @ DBM-RO8, Tacloban City

**I. Attendance**

**BAC/BAC Sec/TWG**

Aleli N. Hernandez  
Liberace N. Limsiaco  
Josefina P. Escoto  
Absal N. Abah  
Juvy A. Lobedica  
Rheand Cornell M. Palomino  
Mylene G. De Veyra  
Cheryl Dumlaog

**Remarks**

Vice-Chairperson  
Member  
Member  
Member  
Member  
Secretary  
Secretary  
TWG

**Absent:**

Florita M. Lacdo-o (on leave)                      Chairperson

**Inspection Committee Representatives**

None

**Supply/Infrastructure Project Officer – None**

**Prospective Bidders/Suppliers**

Sheree Gae S. Lopez  
Ina Christina Frencillo  
Kenrick G. Ombria  
Menchie Agullo/Thelma B. Corsino  
Lea Paz Lopido  
Loren Bryan Abelido  
Bonifacio M. Hoo Jr.  
Fretz Arpon  
Elvisa Ripalda  
Joseph Acebedo  
Vilma Domus  
Mark Philip Cadilo  
Manolito Villero  
Emmanuel Tonggolh  
Reinaldo Rosales

Langli Builders & Construction Supply  
Cafrencillo Arch. Design and Builders  
GPUY Const. & Supply  
IRT Builders  
Segua Construction Enterprises  
HAL Construction  
Limar Const.  
CFV ARAR Contractors Phils. Inc.  
ACF Construction  
IDA Jr Builders & Const. Supply  
ROVINVAL  
MN Magato Builders  
3 A's Builders  
YFL Builders  
Arnold G. Cojupag

**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 Vice-chairperson called the meeting to order at 9:30 A.M.

## IV. Highlights of the Meeting

The BAC Vice-Chairperson, Aleli N. Hernandez informed the Body that 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. She reminded the suppliers to take note of the changes, particularly the supplemental bid bulletin issued. None compliance thereto has been the main cause of failure of the second bidding. She emphasized that suppliers must be mindful of any changes in the requirements.

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

1. Suppliers who have joined the previous bidding should not be complacent since new forms will be introduced this time.
2. Deadline for the submission of bids is different from the time of opening of bids.
3. Suppliers' examination of its bidding documents to ensure compliance should not be taken for granted.

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

Discussions / Bidding 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</p>		

<p>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</p> <p>iv. Interested bidders may obtain further information from Mylene G. De Veyra / Atty. Rheand Cornell M. Palomino of DBM-ROVIII from August 23, 2019 to September 16, 2019, 8:00 AM to 6:00 PM (on or before the deadline of bid submission).</p> <p>v. A complete set of Bidding Documents may be acquired by interested bidders on August 23, 2019 to September 16, 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. 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. However, those suppliers/contractors who have participated/submitted their respective bids last August 19, 2019 (during the rebidding conducted but 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. Said suppliers/contractors may approach the BAC Secretariat to get a copy of the bidding documents.</p> <p>vii. The <i>Department of Budget and Management Regional Office VIII</i> will hold a Pre-Bid Conference on <i>September 2, 2019, 9:00 AM at DBM Regional Office VIII, Marasbaras, Tacloban City</i>, which shall be open to prospective bidders.</p> <p>viii. Bids must be duly received by the BAC Secretariat at the address below on or before September 16, 2019, 8:30 AM, DBM Bundy Clock Time.</p> <p>ix. Bid opening shall be on September 16, 2019, 9:00 AM, DBM Bundy Clock Time at DBM-Regional Office VIII, Tacloban City.</p>	<p>Where can we get the bidding docs with the updated BOQ?</p> <p>How about if there will be another failure of bidding this 3<sup>rd</sup> time?</p>	<p>Bidding docs with updated BOQ is already available for pick-up.</p> <p>The BAC shall determine the course of action to take if that will be the case.</p>
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**b. Instruction to Bidders / Bid Data Sheet**

*(discussed by Mr. Abah)*

- i. 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).
- ii. The bidder is responsible for the following:
  - a. Having taken steps to carefully examine all of the bidding documents; and
  - b. Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract; among others.
- iii. Subcontracting is not allowed.
- iv. 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.
- v. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- vi. Language of Bids – English.

**Eligibility Class A Documents**

- 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:
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

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" 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.

Contractors under Small A and B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines prescribed by the PCAB per ITB Clause 5.4(a).

If the bidder has no 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, the Statement for the purpose must still be submitted indicating "none".

The prospective bidder must submit the complete plans and drawings and specifications, printed in A3 paper size, consistent with the specifications and drawings provided under Sections VI and VII of the Bidding Documents, as follows:

- a. Architectural Plans;
- b. Structural Plans;
- c. Structural Design and Analysis;
- d. Plumbing and Sanitary Plans; and
- e. Electrical Plans.

The above plans and drawings that will form part of the technical documents to be submitted on or before the deadline of bid submission.

Furthermore, 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 September 10, 2019.

Lastly, as relevant input in the preparation of the bid, prospective bidders are hereby encouraged to conduct site inspection not later than September 5, 2019. Nonetheless, per ITB

Clause 6.3, the Bidder, by the act of submitting its bid, shall be deemed to have inspected the site.

- 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 it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

(i.2) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

##### ➤ **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 minimum work experience requirements for key personnel are the following:

Key Personnel - General/Relevant Experience

- a. Civil Engineer - 3 years experience
- b. Foreman - 3 years experience
- c. Master Plumber - 2 years experience
- d. Electrician - 2 years experience

- e. Steelman - 2 years experience
- f. Tinsmithman - 1 year experience
- g. Lead Man-Mason - 1 year experience
- h. Master Carpenter - 2 years experience
- i. Painter - 2 years experience
- j. Laborer/Helper - with or without experience
- k. Occupational Health & Safety Officer - with training related to occupational health and safety

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

- 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;

1 Generator Set, 3000 Watts  
1 Bagger/Mixer, 1 Bag Cement Mix

#### **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.

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

- Unless otherwise stated in the BDS, all Bids that exceed the ABC shall not be accepted.
- Alternative bids shall be rejected.
- The contract shall be for the whole Works, as described in ITB Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.



<p>➤ 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>➤ All bid prices shall be quoted in Philippine Pesos</p> <p>➤ Bids will be valid until one hundred twenty (120) calendar days from the date of the opening of bids.</p> <p>➤ <i>Form of bid security: 2% if cash or cashier's/manager's check; 5% if surety bond.</i></p> <p>➤ 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.</p> <p>➤ <i>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.</i></p> <p>➤ <i>The bid security may be forfeited if a bidder:</i></p> <ol style="list-style-type: none"> <li><i>Withdraws its bid during the period of bid validity;</i></li> <li><i>Does not accept the correction of errors;</i></li> <li><i>Has a finding against the veracity of the required documents;</i></li> <li><i>Submission of eligibility requirements containing false information;</i></li> <li><i>Submission of bids that contain false information or falsified documents;</i></li> <li><i>Allowing the use of one's name;</i></li> <li><i>Withdrawal of a bid;</i></li> <li><i>Refusal or failure to post the required performance security;</i></li> <li><i>Refusal to clarify or validate in writing;</i></li> <li><i>Any documented attempt by a bidder to unduly influence the outcome of the bid;</i></li> <li><i>All other acts that tend to defeat the purpose of the competitive bidding.</i></li> </ol>		
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*I. If a successful bidder fails to sign the contract and fails to furnish performance security.*

➤ *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.*

➤ *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.*

➤ *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.*

➤ *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.*

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

➤ *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.

The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

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;
- (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.

- The deadline for submission of bids is September 16, 2019, 8:30 A.M., DBM Bundy Clock Time, while bid opening is within the same day at 9:00 A.M. Late bids will not be accepted. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.
- 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.
- The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.
- 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

<p>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> <ul style="list-style-type: none"> <li>➤ 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".</li> <li>➤ 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 rated "passed" and shall immediately be considered for evaluation and comparison.</li> <li>➤ All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.</li> <li>➤ Each partner of a joint venture agreement shall likewise submit the document required in <b>ITB</b> Clause 12.1(a)(i).</li> <li>➤ The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, among others.</li> <li>➤ 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.</li> </ul>		
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<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing.</li> <li>➤ 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.</li> <li>➤ The Lowest Calculated Bid shall be determined in two steps: <ul style="list-style-type: none"> <li>(a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and</li> <li>(b) The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.</li> </ul> </li> <li>➤ Partial bid is not allowed.</li> <li>➤ Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.</li> <li>➤ Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices.</li> <li>➤ 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.</li> <li>➤ Bids shall be evaluated on an equal footing to ensure fair competition.</li> <li>➤ Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by</li> </ul>		
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the same deadline and opened and evaluated simultaneously.

- 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.
- 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 its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.
- The following post qualification documents must be submitted 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/Single Calculated Bid: Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), duly authenticated by the concerned BIR office.
- A waiver (see attached sample format under Section IX. Bidding Forms) of the confidentiality provision of Section 270 of the National Internal Revenue Code
- Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 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 project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall

<p>disqualify it from submitting a bid or from obtaining an award or contract.</p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions: <ul style="list-style-type: none"> <li>(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;</li> <li>(b) Posting of the performance security in accordance with ITB Clause 32;</li> <li>(c) Signing of the contract as provided in ITB Clause 31; and</li> <li>(d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.</li> </ul> </li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The following documents shall form part of the contract: <ul style="list-style-type: none"> <li>(a) Contract Agreement;</li> <li>(b) Bidding Documents;</li> <li>(c) Winning Bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if</li> </ul> </li> </ul>		
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<p>any, resulting from the Procuring Entity's bid evaluation;</p> <p>(d) Performance Security;</p> <p>(e) Notice of Award of Contract; and</p> <p>(f) Other contract documents that may be required by existing laws and/or specified in the BDS.</p> <p>➤ 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>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>➤ The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than 10% if cash or cashier's/manager's check or 30% if surety bond.</p> <p>➤ 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.</p> <p>➤ Protest mechanism in accordance with Section 55.</p>		
<p><b>c) Drawings/ Plans / Specifications/ Bill of Quantities</b> (discussed in details by Engr. Dumlao)</p> <p>i. Bill of Quantities (BOQ)</p> <p><u>General Requirement &amp; 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> <u>Earthwork</u> <u>Gravel Bedding</u></p>		



<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> <u>Plumbing Work</u> <u>Transfer/Relocation of Aircondition Unit</u> <u>Fire Alarm System</u> <u>Furniture/Fixture</u> <u>Painting Work</u>  ii. Drawings  Ground Floor Plan Second Floor Plan Typical Two Way R.C. Slab Detail Details of Beams Details of Columns and Footings		
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The BAC Chairperson further informed the bidders to complete the details in the BOQ and strictly follow the prescribed forms. The suppliers were likewise reminded of the deadline of bid submission and time of bid opening.

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 11:00 A.M.

Prepared by:



**RHEAND CORNELL M. PALOMINO**  
BAC Secretary

Noted and Approved by BAC Members:

(on leave)  
**FLORITA M. LACDO-O**  
Chairperson

  
**JOSEFINA P. ESCOTO**  
Member

  
**JUVY A. LOBEDICA**  
Member

  
**ALELI N. HERNANDEZ**  
Vice-Chairperson

  
**LIBERACE N. LIMSIACO**  
Member

  
**ABSAL N. ABAH**  
Member