

*Minutes No. 03-03, Series of 2019*

**MINUTES OF THE PRE-BID CONFERENCE**

**"RUNWAY FRICTION TESTING AT RUNWAY 02/20"**

Date : 14 March 2019  
Time : 10:00 a.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark  
Freeport Zone

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**1.0 ATTENDEES:**

Present/Members: Atty. Misheena Joyce T. Donina (Vice Chairman)  
Arch. Federico G. Garcia Jr. (Member)  
Nestor P. Deona (Member)  
Engr. Federico E. Primero Jr. (Member)  
Engr. Romano H. Lazaro (Provisional Member)

BAC-TWG: Engr. Ramoncito D. Payad (Provisional Member)  
Engr. Gil M. Bathan (Provisional Member)

Secretariat: Sharon C. Lingad  
Sierra Korina D. Siguenza  
Jesus Gerardo C. Capili

Also present: Joy Love D. Holtz (DOTr)  
Mitchelle S. Cruz (IAD)

Prospective bidder: Edgardo Raphael C. Rubio-Sky Dragon Maintenance Services Corp.

**2.0 INVOCATION**

Vice Chairman Atty. Misheena Joyce T. Donina, led the opening prayer.

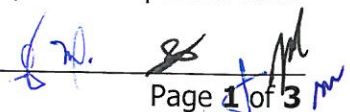
**3.0 CALL TO ORDER**

Since Chairman Raul L. Del Rosario is on official business, Vice Chairman Donina presided over the meeting on his behalf.

After the certification of quorum by the BAC Secretariat, Vice Chairman Donina called the meeting to order and presided thereat.

Prior to the start of the discussion, Vice Chairman acknowledged the presence of Ms. Joy Love D. Holtz, Department of Transportation (DOTr) and Mr. Mitchelle S. Cruz Manager, Internal Audit Department.

Vice Chairman inquired if the representatives from Commission on Audit (COA), Bases Conversion and Development Authority (BCDA), and independent observers were formally invited for the said Pre-bid Conference and are present in the meeting. Ms. Sharon C. Lingad, OIC-BAC Secretariat, advised the Vice Chairman that invitations for the Pre-bid Conference of the said project were sent out to COA, BCDA, CILA and MACCI. However, the said parties were not able to attend the meeting due to previous commitments.



#### **4.0 APPROVAL OF THE AGENDA ITEMS**

Sharon C. Lingad, OIC BAC Secretariat, presented the agenda for approval:

- I. Pre-bid Conference for the project: "Runway Friction Testing at Runway 02/20"

The BAC unanimously approved the agenda as cited.

#### **5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDER AND ITS REPRESENTATIVE**

Vice Chairman Donina acknowledged the presence of the prospective bidder.

1. Sky Dragon Maintenance Services Corp. represented by Edgardo Raphael C. Rubio

#### **6.0 PRE-BID CONFERENCE**

At the onset, Vice Chairman Donina mentioned that the purpose of the meeting is to give opportunity for prospective bidder/s to seek clarifications regarding the tender process and the bidding documents.

After the Vice Chairman inquired whether the prospective bidder has read the contents of the bidding documents, the BAC proceeded with the discussion on the query or clarification of the prospective bidder.

Edgardo Raphael C. Rubio representative from Sky Dragon Maintenance Services Corp. informed the BAC that he has no query nor clarification to raise as of the moment.

There being no other clarification or query, Vice Chairman Donina instructed Ms. Lingad to read the additional reminders for the information and guidance of the prospective bidder:

- Last day for Submission of queries and / request for clarification is on **March 18, 2019 (Monday) not later than 5:00 pm**
- Issuance of Supplemental Bid Bulletin is on **March 20, 2019 (Wednesday)**.
- The deadline for the Submission of Bids is on **March 27, 2019 (Wednesday)** no later than **10:00am** at the CIAC-Records Management Office (**RMO**).
- The Opening of Bids shall be conducted at **10:15 am of March 27, 2019 (Wednesday)** at **the CIAC Board Room, CIAC Corporate Office Building**, Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga.
- Pursuant to the Department of Transportation (DOTr) Department Memorandum, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government. Said document shall be included and submitted as part of the bidder's eligibility documents. Bidders are required to utilize the prescribed format attached in the bidding documents.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no**

**responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.

- Should the bidder decides **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidder who withdraws from bidding or submits late bids or submits patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- Note: caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder for as long as the same submits complete requirements, the said bidder shall be qualified.

Vice Chairman Donina extended her appreciation to the prospective bidder for taking interest in participating in the procurement activities of CIAC.

### **8. ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 10:15 am on the 14<sup>th</sup> day of March 2019.

Prepared by:

  
**JESUS GERARDO C. CAPILI**  
Minutes/Agenda Officer

Reviewed by:

  
**SHARON C. LINGAD**  
OIC-BAC Secretariat


Read and Approved by:

*(on official business)*  
**MELISSA D. FELICIANO**  
Member

  
**ARCH. FEDERICO G. GARCIA JR.**  
Member

  
**NESTOR P. DEONA**  
Member

  
**ENGR. FEDERICO E. PRIMERO JR.**  
Member

  
**ATTY. MISHEENA JOYCE T. DONINA**  
Vice Chairman

*(on official business)*  
**RAUL L. DEL ROSARIO**  
Chairman