

Minutes No. 12-02, Series of 2018

MINUTES OF THE PRE-BID CONFERENCE

"Supply, Delivery and Installation of CCTV Cameras, Storage and Other Peripherals of Airport Operations Control Center (AOCC) and other areas."

Date : 4 December 2018
Time : 10:45 a.m.
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

1.0 ATTENDEES:

Present/Members: Raul L Del Rosario (Vice Chairman)
Arch.Federico G. Garcia Jr. (Member)
Atty. Misheena Joyce T. Donina (Member)
Nestor P. Deona (Member)
Engr.Federico E. Primero Jr. (Member)
Lorraine Emmanuel G. Peña (Provisional Member)

BAC-TWG: Kristober S. Gomez
Arthur Z. Galang
Engr. Joseph Raymund P. Canals
Allan L. Añonuevo (Provisional Member)

Secretariat: Atty. Rustico G. Quizon III
Sharon C. Lingad
Sierra Korina D. Siguenza
Jesus Gerardo C. Capili
Rogelio D. Catolos

Also present: Mitchelle Cruz (IAD)
CAAM. Eduardo T. Lansang (CAAP)

Prospective bidders: Theresa Moya -(SSI)
Ronald Jercelez-(Riley Corp.)
Christopher Contreras-(Guardall Electronic Security Systems Inc.)

2.0 INVOCATION

Vice Chairman Raul L. Del Rosario, Airport Operation Management Group (AOMG) led the opening prayer.

3.0 CALL TO ORDER

After the certification of quorum by the BAC Secretariat, the Vice Chairman Raul L. Del Rosario called the meeting to order and presided thereat.

BAC Meeting re: "Pre-bid Conference for the project: "Supply, Delivery and Installation of CCTV Cameras, Storage and Other Peripherals of Air port Operations Control Center (AOCC) and other areas."

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(Advance copy for review and comments)

Prior to the start of the discussion, Vice Chairman Del Rosario acknowledged the presence of CAAM. Eduardo T. Lansang from Civil Aviation Authority of the Philippines (CAAP) and Michelle S. Cruz Manager, Internal Audit Department.

4.0 APPROVAL OF THE AGENDA ITEMS

Atty. Rustico D. Quizon III, OIC-BAC Secretariat, presented the agenda item for approval:

- Pre-Bid Conference for the project: "Supply, Delivery and Installation of CCTV Cameras, Storage and Other Peripherals of Airport Operations Control Center (AOCC) and other areas."

The BAC unanimously approved the agenda items as cited.

5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDERS AND THEIR REPRESENTATIVES

Vice Chairman Raul L. Del Rosario acknowledged the presence of the prospective bidders

1. Strategic Synergy Inc. represented by Theresa Moya.
2. Riley Corp. represented by Ronald Jerceluz
3. Guardall Electronic Security Systems Inc. – represented by Christopher Contreras

Vice Chairman Raul L. Del Rosario reminded the prospective bidders that pursuant to the Department of Transportation (DOTr) Department Memorandum dated 26 June 2018, 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.

6.0 PRE-BID CONFERENCE

At the onset, the Vice Chairman mentioned the purpose of the meeting that 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, it proceeded with the clarifications for the project.

Item	Queries/Clarification	Remarks/Instructions
1.	Query from Ms. Theresa Moya of Strategic Synergy Inc. With regard to the presence of the authorized signatory on the bid documents, may we know if he may delegate another person on his behalf during the Opening of Bids.	The authorized signatory shall issue an authorization letter designating the person to represent his /her on his behalf the during the Opening of Bids. The authorization letter shall be given separately at the Records Management Office (RMO) on the date of bid submission.
2.	Clarification from Ms. Theresa Moya	

	<p>of Strategic Synergy Inc.</p> <p>May we seek clarification with regard to the Department of Transportation (DOTr) department memorandum dated June 26 2018, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government. Will this be in lieu of the Omnibus declaration?</p>	<p>No. The DOTr Certification is separate and different from the Omnibus declaration and should be submitted as part of the eligibility documents.</p>
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There being no other clarification or query, Vice Chairman Del Rosario instructed Atty. Rustico G. Quizon III to read the additional reminders for the information and guidance of the prospective bidder:

- a. Last day for submission of clarification and queries is on **December 7, 2018 (Friday) not later than 5:00 pm.**
- b. Issuance of Supplemental Bid Bulletin is on **December 10, 2018 (Monday);**
- c. The deadline for the submission of bids is on **December 17, 2018 (Monday)** no later than **2:00 pm** at the CIAC-Records Management Office (RMO);
- d. The Opening of Bids shall be conducted at **2:15 am Of December 17, 2018 (Monday)** at the CIAC Board Room, CIAC Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga;
- e. Should a bidder decide **not to submit** a bid, she/he should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidders who withdraw from the bidding or submit late bids or submit patently insufficient bids for at least three (3) times within a year, except for a valid reason;
- f. Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity and;
- g. 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 bidders. For as long as the prospective bidders submit complete requirements, the said prospective bidders shall be qualified.

Vice Chairman extended its appreciation to the prospective bidder for their interest in participating in the procurement activities of CIAC.

7. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 11:21 a.m. on the 4th day of December 2018.

Prepared by:

JESUS GERARDO C. CAPILI
Minutes/Agenda Officer

Reviewed by:

ATTY. RUSTICO G. QUIZON III
Manager
BAC Secretariat

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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
Member

RAUL L. DEL ROSARIO
Vice Chairman

(-resigned-)
ATTY. JOSEP JEPRI M. MIRANDA
Chairman