

*Minutes No. 01-01, Series of 2019*

**MINUTES OF THE PRE-BID CONFERENCE**

**" MAINTENANCE OF SODDED AIRPORT GROUNDS"**

"Date : 7 January 2019  
Time : 3:45 p.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark  
Freeport Zone

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**1.0 ATTENDEES:**

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

BAC-TWG: Kristober S. Gomez  
Arthur Z. Galang  
Engr. Joseph Raymund P. Canlas  
Engr. Gil M. Bathan (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 S. Cruz (IAD)

Prospective bidders: Randolph San Gabriel-Olongapo Maintenance Services, Inc. (OMSI)

**2.0 INVOCATION**

Chairman and Vice President for Airport Operations and Management Group (AOMG), Raul L. Del Rosario, led the opening prayer.

**3.0 CALL TO ORDER**

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

Prior to the start of the discussion, Chairman Del Rosario acknowledged the presence of Mitchelle S. Cruz Manager, Internal Audit Department.

**4.0 APPROVAL OF THE AGENDA ITEMS**

Atty. Rustico G. Quizon III, Manager, presented the agenda for approval:

- I. Pre-bid Conference for the project: "Maintenance of Sodded Airport Grounds"

The BAC unanimously approved the agenda as cited.

**5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDER AND THEIR REPRESENTATIVE**

Chairman Del Rosario acknowledged the presence of the prospective bidder.

1. Olongapo Maintenance Services Inc. (OMSI) represented by Randolph San Gabriel

Chairman Del Rosario reminded the prospective bidder 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 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 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.

Item	Queries/Clarification	Remarks/Instructions
1.	<p>Query from Mr. Randolph San Gabriel of Olongapo Maintenance Service Inc. (OMSI).</p> <p>With regard to the submission of business permit that is needed for the PHilGEPS requirement, may we know if we could submit this during the post-qualification period?</p>	<p>Yes. The bidder shall submit a copy of the official receipt of renewal business permits during the submission of bids. However, the renewed business permit shall be presented during the post-qualification period and a copy of which shall be submitted.</p>

There being no other clarification or query, 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 **January 11, 2019 (Friday) not later than 5:00 pm.**
- b. Issuance of Supplemental Bid Bulletin is on **January 14, 2019 (Monday);**
- c. The deadline for the submission of bids is on **January 21, 2019 (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 pm of January 21, 2019 (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.

Chairman extended his 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 3:55 p.m. on the 7<sup>th</sup> day of January 2019.

Prepared by:

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

Reviewed by:

**ATTY. RUSTICO G. QUIZON III**  
Manager  
BAC Secretariat

Read and Approved by:

**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

**RAUL L. DEL ROSARIO**  
Chairman