

*Minutes No. 07-06, Series of 2019*

**MINUTES OF THE PRE-BID CONFERENCE**

**"Development of a Computerized Integrated Parcellary Mapping in the Creation of the Corresponding Geographic Information System to be used in the Land Parcellation Survey of the Clark Civil Aviation Complex"**

Date : 18 March 2019  
Time : 2:10 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)  
Arch. Federico G. Garcia Jr. (Member)  
Melissa D. Feliciano, EnP. (Member)  
Engr. Federico E. Primero, Jr. (Member)  
Kathleen Dizon (Provisional Member)

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

Secretariat: Sharon C. Lingad  
Sierra Korina D. Siguenza  
Jesus Gerardo C. Capili  
Rogelio D. Catolos, Jr.

Also present: Mitchelle S. Cruz (IAD)  
Joy Love D. Holtz (DOTr)  
Armando G. Navarro (CAAP)

Prospective bidder: Richmond B. Joaquin- Jorich Tech Solutions Inc.

**2.0 INVOCATION**

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

**3.0 CALL TO ORDER**

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

Prior to the start of the discussion, Chairman Del Rosario acknowledged the presence of Joy Love D. Holtz Department of Transportation (DOTr), Armando G. Navarro (CAAP), Civil

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Aviation Authority of the Philippines (CAAP) and Mr. Mitchelle S. Cruz Manager, Internal Audit Department.

Chairman Del Rosario 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. Lingad, Manager BAC Secretariat, advised the 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 ITEM**

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

- I. Pre-bid Conference for the project: "Development of a Computerized Integrated Parcellary Mapping in the Creation of the Corresponding Geographic Information System to be used in the Land Parcellation Survey of the Clark Civil Aviation Complex"

The BAC unanimously approved the agenda as cited.

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

Chairman Del Rosario acknowledged the presence of the prospective bidder.

1. Jorich Tech Solutions Inc.- Richmond B. Joaquin

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

At the onset, Chairman Del Rosario 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 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.

Richmond B. Joaquin- Jorich Tech Solutions Inc.- informed the BAC that he has no query nor clarification to raise as of the moment.

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

- Last day for Submission of queries and / or request for clarification is on **July 22, 2019 (Monday) not later than 5:00 p.m.**
- Issuance of Supplemental/Bid Bulletin is on **JULY 23, 2019 (TUESDAY)**.
- The deadline for the Submission of Bids is on **JULY 30, 2019 (TUESDAY)** no later than **2:00 p.m.** at the CIAC-Records Management Office (RMO).

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- The Opening of Bids shall be conducted at **2:15 p.m.** of **JULY 30, 2019 (Tuesday)** 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.
- 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.
- 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.

Chairman Del Rosario 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 2:25 pm on the 18<sup>th</sup> day of July 2019.

Prepared by:

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

Reviewed by:

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

Read and Approved by:

BAC Meeting re: Pre-bid Conference for the project: "Development of a Computerized Integrated Parcellary Mapping in the Creation of the Corresponding Geographic Information System to be used in the Land Parcellation Survey of the Clark Civil Aviation Complex"  
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**MELISSA D. FELICIANO**  
Member

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

*(-on leave-)*  
**NESTOR P. DEONA**  
Member

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

*(-on official business-)*  
**ATTY. MISHEENA JOYCE TIATCO**  
Vice Chairman

**RAUL L. DEL ROSARIO**  
Chairman