

Minutes No. 11-09, Series of 2020

MINUTES OF THE PRE-BID CONFERENCE

"Consultancy the Services for the Construction Management and Supervision of the Eighteen Storey Air Traffic Control Tower Building Facility at the Clark International Airport"

Date : 25 November 2020
Time : 2:00 p.m.
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

1.0 ATTENDEES:

Present/Member : VP Irish C. Calaguas (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
Atty. Rustico G. Quizon III (Member)
Gerry A. Naguit (Member) via Zoom
Melissa D. Feliciano, EnP (Member) via Zoom
Engr. Maria Vergel D. Lacanlale (Provisional Member)

BAC-TWG : Robert S. Urbano (Head)
Arthur Z. Galang (Member)
Kristober S. Gomez (Member) via Zoom App
Engr. Antonio O. Pamintuan III (Member)
Engr. Abelardo D.Sore Jr. (DOTr) via Zoom App

Secretariat : Sharon C. Lingad
Miriam M. Pamindanan

Also present (via Zoom App): Mitchelle S. Cruz (IAD)
Glenn D. Tripulca (CAAP)

Prospective Bidder/s (via Zoom App):

1. Urban Integrated Consultants, Inc. – Mr. John Patrick Catacutan

2.0 INVOCATION

The opening prayer was led by the BAC Vice Chairperson, Atty. Misheena Joyce C. Tiatco.

3.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Chairperson Calaguas called the meeting to order and presided thereat. Considering the implementation of the Modified General Community Quarantine (MGCQ) and the stringent

social/physical distancing measures, the meeting was conducted also through videoconferencing using Zoom Application.

4.0 APPROVAL OF THE AGENDA ITEMS

Ms. Lingad presented the agenda for the:

1. Pre-bid Conference for the project: "Consultancy Services for the Construction Management and Supervision of the new Eighteen Storey Air Traffic Control Tower Building Facility at the Clark International Airport"; and
2. Other Matters:
Approval of Minutes of the Meeting on the following:
 - a) Pre-bid Conference for the project: Design and Build of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport (Re-Bid)", conducted on 9 November 2020;
 - b) Opening of the Eligibility Documents (Eligibility Check) for the project: "Consultancy Services for the Construction Management and Supervision of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport, conducted on 9 November 2020; and
 - c) Bid Evaluation Report on the Eligibility Documents and Short listing of Consultants for the project: "Consultancy Services for the Construction Management and Supervision of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport", conducted on 11 November 2020.

On the motion duly made by Atty. Tiatco seconded by Atty. Rustico G. Quizon III, the SBAC unanimously approved the agenda as cited.

5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDERS AND OBSERVERS

Ms. Lingad acknowledged the presence, via Zoom App, of the shortlisted bidder, Urban Integrated Consultants, Inc., represented by Mr. John Patrick Catacutan.

Also, acknowledged the presence, via Zoom App, of Engr. Abelardo D. Sore Jr. from the Department of Transportation (DOTr), Mr. Glenn D. Tripulca of the Civil Aviation Authority of the Philippines (CAAP) and Mr. Mitchel Cruz from CIAC Internal Audit Department (IAD).

6.0 PRE-BID CONFERENCE

To start the Pre-bid Conference, Chairperson Calaguas gave the floor to Engr. Vergel Maria D. Lacanlale to give a short presentation and overview of the said project.

The following paragraphs or items were taken from the said presentation.

PROJECT BACKGROUND

1. Pursuant to Republic Act No. 11465 the construction of the new air traffic control tower at Clark International Airport will be funded by the Bases Conversion and Development Authority (BCDA) General Appropriations Act (GAA) Fiscal Year 2020.
2. The project duration is three hundred fifty (350) calendar days.

SCOPE OF SERVICES

Construction Phase

1. Maintain all documents of the Project from pre-construction up to its completion and final acceptance;
2. Manage and control the day to day activities of the Project;
3. Ensure that appropriate safety measures are strictly complied with at the construction site and its surrounding limits;
4. Deploy and maintain a fulltime supervisory and inspection staff to perform overall supervision and inspection of the Project;
5. Present charts showing on-site personnel and organizational channels. Changes shall be made only upon prior written approval from CIAC;
6. Monitor works in progress to ensure that the Project complies with approved drawings, specifications, schedule and budget;
7. Ensure that all works are accomplished according to approved plans and specifications;
8. Witness all the required testing and calibrations;
9. Ensure effective deployment of labor and equipment;
10. Ensure timely delivery of material requirements;
11. Establish procedures for the proper coordination and consultation among the Contractor, CIAC and the CMS Consultant;
12. Review cost estimates regularly as the Project progress and update the estimates as required;
13. Establish procedures to facilitate the effective approval of shop drawings, progress billings, change orders, time extensions and other claims on the Project;
14. Prepare alternative measures when labor and equipment are inadequate for the work on schedule;
15. Ensure that the safety program developed by the contractor is appropriate to the requirements of the Project and is strictly followed;
16. Review and recommend the update of the PERT-CPM and S-Curve of the Project when conditions so require;
17. Ensure that all plans, documents and records related to the Project are properly maintained at the construction site;
18. Ensure that the Contractor maintains its own set of plans, documents and records related to the Project;
19. Conduct regular review of accomplishment of the Contractor and submit a report based from MS Project Format to CIAC. Control slippages when it occurs and prepare recommendations for catch up programs;
20. Keep accurate progress reports during all stages of construction and provide CIAC with weekly and monthly progress reports;

21. Evaluate and recommend all requests for payments submitted by the contractor;
22. Verify all quantities involved in, but not limited to, the as-staked quantities, progress billings, final quantities and related information;
23. Evaluate and recommend all requests for variation orders and time extensions;
24. Provide appropriate documents that may be required to handle claims and disputes, if any;
25. Set up appropriate procedures and ensure the safe and efficient inspection of concerned government agencies, parties recognized by CIAC and the CIAC Inspectorate. Prepare and make recommendations on these inspections;
26. Prepare recommendations to CIAC on matters that require immediate action;
27. Seek guidance from CIAC on certain project issues that may arise; and
28. Implement any special requirement or instruction deemed necessary by CIAC for the timely and effective implementation of the Project.

Post Construction Phase

1. Set up appropriate procedures for the conduct of preliminary (punchlisting) and final inspections;
2. Conduct preliminary and final inspections and ensure that construction defects are properly rectified;
3. Prepare and submit a Final Project (or Close Out) Report based from MS Project Format at the satisfaction of CIAC;
4. Certify that construction works are completed according to plans and specifications and recommend to CIAC that the Project can then be issued a certificate of completion; and
5. Ensure that all documents, plans and records required by the Project from the contractor are complied with, including manuals and brochures of equipment that may be installed.

PROJECT DELIVERABLES

1. Original copies of clearances, permits and licenses required to implement the Project;
2. Approved safety program;
3. Minutes of all progress meetings and consultations;
4. Field reports on all site inspections/investigations;
5. Original copies of materials test results and calibrations of equipment;
6. Updates in manpower and equipment deployment;
7. Schedule of delivery of materials;
8. Weather charts;
9. Weekly and monthly progress reports and the final (close-out) report;
10. Incident reports when required;
11. Endorsements on all claims, such as billings, change orders, time extensions and similar requests;
12. Updates on S-Curves and PERT-CPMs that may be brought about by changes in design, cost or construction period in MS Project Format;
13. Recommendations for the most effective implementation of the Project when changes in plans, cost and schedule occur or are necessary;
14. Recommendations for corrective measures on inconsistencies, defects and inadequacies on documents related to the Project;
15. Approved shop drawings;

16. Approved as-built plans;
17. Monthly reports as required by NEDA and DOTR accompanied by Geo-tagged photos.
18. All other reports and documents that may be required by CIAC.

Key Staff Requirement

Personnel/Minimum Qualifications	Responsibilities
<p>Team Leader/Project Manager [should be a licensed Civil Engineer with at least ten (10) years of managerial experience in projects of a similar nature and magnitude]</p>	<p>The Team Leader/Project Manager shall be responsible for the following:</p> <ul style="list-style-type: none"> • Overall supervision of the project team, and in the management and organization of the project; • Leading the team in the preparation of all project deliveries; • Ensuring all reporting required by CIAC is fully and punctually delivered; and • Any other task required to complete the Consulting Services.
<p>Deputy Project Manager [should be a licensed Civil Engineer with at least ten (10) years of managerial experience in projects of a similar nature and magnitude]</p>	<p>The Deputy Project Manager shall be responsible for the following:</p> <ul style="list-style-type: none"> • Oversee the progress of works, the Contractor's performance, the quality of works and the project's financial status and forecasts; • In constant coordination with the Team Leader and other members of the team; • Supervision of the works of the Contractor in the subject site at all times and issuance of instruction(s) and timely assistance and direction to the Contractor; and • Any other task required to complete the Consulting Services.
<p>Sr. Structural Engineer [should be a licensed Civil Engineer with at least five (5) years experience in projects of a similar nature and magnitude]</p>	<p>The Sr. Structural Engineer shall be responsible for the following:</p> <ul style="list-style-type: none"> • Inspection, monitoring and construction supervision of the building construction in compliance with the approved plans and specifications; and • Coordinates with the Contractor with regards to the design and details of the Tower; and • Any other task required to complete the Consulting Services.

<p>Sr. Geodetic Engineer [should be a licensed Geodetic Engineer with at least five (5) years experience in projects of similar in nature and magnitude]</p>	<p>The Sr. Geodetic Engineer shall be responsible for the following:</p> <ul style="list-style-type: none"> • Supervise and manage all survey field work and data processing; • Preparation of field reports; • Ensuring that the survey activities are within survey standards; • Periodic monitoring of the surveying works during construction; and • Any other task required to complete the Consulting Services.
<p>Sr. Electrical Engineer [should be a licensed Professional Electrical Engineer with at least five (5) years experience in electrical design of associated works]</p>	<p>The Sr. Electrical Engineer shall be responsible for the following:</p> <ul style="list-style-type: none"> • Supervise and manage all the electrical engineering aspects of the project; and • Any other task required to complete the Consulting Services.
<p>Sr. Mechanical Engineer [should be a licensed Professional Mechanical Engineer with at least five (5) years experience in electrical design of associated works]</p>	<p>The Sr. Mechanical Engineer shall be responsible for the following:</p> <ul style="list-style-type: none"> • Supervise and manage all the mechanical engineering aspects of the project; and • Any other task required to complete the Consulting Services.
<p>Sr. Electronics and Communication Engineer [should be a licensed Professional ECE with at least five (5) years experience in electrical design of associated works]</p>	<p>The Professional ECE shall be responsible for the following:</p> <ul style="list-style-type: none"> • Supervise and manage all the Electronics and Communication engineering aspects of the project; and • Any other task required to complete the Consulting Services.

Technical Proposal Requirement

A. Cover Letter

B. Experience of the Firm

Consultant’s References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

C. General approach and methodology, work and staffing schedule

1. Description of the Methodology and Work Plan for Performing the Project;
2. Team Composition and Task;
3. Time Schedule for Professional Personnel; and
4. Activity (Work) Schedule.

Note: If subcontracting is allowed, add the following: If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

C. Curriculum Vitae (CV)

E. Comments on the terms of reference and data and facilities to be provided

Financial Proposal Requirement

A. Cover Letter

B. Costs of Consulting Services

1. Summary of Costs;
2. Breakdown of Price per Activity;
3. Breakdown of Remuneration per Activity;
4. Reimbursables per Activity; and
5. Miscellaneous Expenses.

BIDDING PROCESS

- a) Publication of Invitation to Request for Expression of Interest
- b) Pre-Eligibility Conference
- c) Submission and Opening of Eligibility Documents
- d) Eligibility Evaluation
- e) Issuance of Notice of Eligibility
- f) Pre-Bid Conference
- g) Submission and Opening of Technical and Financial Proposals
- h) Bid Evaluation
- i) Notice for Negotiation with the Highest Rated Bid (HRB)
- j) Negotiation
- k) Post Qualification
- l) Issuance of Notice of Award and Notice to Proceed

At this juncture, Engr. Lacanlale ended his presentation and the Committee opened the floor for queries to Urban Integrated Consultants, Inc.

The SBAC proceeded with the discussion on the query and/or requests for clarification sent thru electronic mail by Urban Integrated Consultants, Inc. last 24 and 25 November 2020:

Item	Queries\Clarifications	Remarks/Instructions
1.	Will the consultant be provided with office space on site?	Yes, subject to rental fee.
2.	Is there a lead time for the Contractor to purchase imported materials (such as elevators, structural steel and other equipment)?	Yes.
3.	In the SCC (Special Conditions of Contract), Section 53.5 (a), page 81-82, states that "The Procuring entity shall cause to be paid to the	Clause 53.5(a) of the Special Condition of Contract (SCC) shall prevail, which states that:

	<p>Consultant an advance payment as specified in the SCC, and as otherwise set forth below. The advance payment shall be due after the Consultant provides an irrevocable standby letter of credit in favour of the Procuring Entity issued by an entity acceptable to the Procuring Entity in accordance with the requirements provided in the SCC." If there is how many percentage is allotted for the Advance Payment?</p> <p>However, in GCC Clause, Section 53.5(a), page 88, states that "Pursuant to the DOTr Department Order, no advance payments or mobilization fees shall be extended or paid to the Consultant", please advice which of these shall prevail.</p>	<p><i>"Pursuant to the DOTr Department Order, no advance payments or mobilization fees shall be extended or paid to the Consultant."</i></p>
4.	<p>This is an output based contract, if the contractor will be delayed considerably as a result of their workmanship or will be subjected for additional works and will be granted a time extension, will the consultant be compensated proportionately?</p>	<p>No, consistent with the provisions of R.A. 9184 under Annex "F" Section 2 Cost of Consulting Services which states that:</p> <p><i>"All consultancy contracts shall be fixed price contracts. Any extension of contract time shall not involve any additional cost."</i></p>
5.	<p>May we request for the Reference Number of the Project as posted in PhilGEPS for the Bid Security Declaration, our Business Development team cannot access PhilGEPS.</p>	<p>The Project Identification No. or Reference No. of the project is CIACBAC-Cons-P5</p>

There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of Urban Integrated Consultants, Inc.:

1. The deadline for the submission of queries and/or requests for clarification is on **November 26, 2020 (Thursday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences and/or notices sent to and issued by the CIAC-SBAC shall be coursed through the email address provided. The prospective bidder is required to provide the BAC Secretariat its official email address. Otherwise, the email address used by the company in communicating with the SBAC thru the BAC Secretariat shall be considered the official email address of the said company.

The prospective bidder is also required to acknowledge the receipt of all notices or correspondences issued by the SBAC.

2. The deadline for the Submission of Bids is on **December 7, 2020 (Monday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 3:00 p.m.** Late bids shall not be accepted.
3. The Opening of Bids shall be conducted at **3:15 p.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.
4. The bidding process involves non-discretionary pass/fail criteria, whereby, if a Bidder submits the required document, it shall be rated "pass" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered or rated "fail."
5. The bidder is required to submit one (1) original and two (2) certified true copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
6. The original and copies of the bids shall be typed or written in indelible ink and shall be signed each pages by the bidder or its duly authorized representative/s.
7. No additional documents shall be accepted by the BAC after the deadline for the Submission of Bids.
8. The bidder is reminded that CIAC is VAT exempt. Thus, the bid offer or financial proposal shall be exclusive of VAT.
9. 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.
10. Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
11. The bidder is 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.

12. 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. The bidder is required to utilize the prescribed format attached in the bidding documents.
13. Caution to the bidder, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the SBAC immediately. This shall not be tolerated by the SBAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any bidder for as long as the same submits complete requirements, the said bidder shall be qualified.

Chairperson Calaguas concluded the meeting by extending her appreciation to Urban Integrated Consultants, Inc. for participating in the Pre-bid Conference of the said project.

7.0 DISCUSSION AND APPROVAL OF MINUTES OF THE MEETING OF THE FOLLOWING:

- a) Pre-bid Conference for the project: Design and Build of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport (Re-Bid)", conducted on 9 November 2020;
- b) Opening of the Eligibility Documents (Eligibility Check) for the project: "Consultancy Services for the Construction Management and Supervision of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport, conducted on 9 November 2020; and
- c) Bid Evaluation Report on the Eligibility Documents and Short listing of Consultants for the project: "Consultancy Services for the Construction Management and Supervision of the new Eighteen-Storey Clark Air Traffic Control Tower Building Facility at the Clark International Airport", conducted on 11 November 2020.

On the motion duly made by Atty. Tiatco seconded by Atty. Quizon III, the SBAC unanimously approved the Minutes of the Meeting conducted by the SBAC on 9 and 11 November 2020.

8.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 2:27 p.m. on the 25th day of November 2020.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

GERRY A. NAGUIT
Member

MELISSA D. FELICIANO, EnP
Member

RICHARD BRIAN M. CEPE
Member

ATTY. RUSTICO G. QUIZON III
Member

-on leave-
ATTY. ANA MARIA R. SUBA
Alternate Member

ENGR. VERGEL MARIA D. LACANLALE
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson