

30 March 2021

Minutes No. 03-03, Series of 2021

MINUTES OF THE PRE-BID CONFERENCE

"Supply, Installation, Testing and Commissioning of Various Split Type Air Conditioning Units" (ABC: PhP3,570,000.00)

Date : 30 March 2021
Time : 10:00 a.m.
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

1.0 ATTENDANCE:

Present/Member : VP Irish C. Calaguas (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice Chairperson) via Zoom App
Melissa D. Feliciano (Member) via Zoom App
Gerry A. Naguit (Member) via Zoom App
Engr. Fedrico E. Primero Jr. (Member) via Zoom App
Engr. Vergel Maria D. Lacanlale (Provisional Member)

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

Secretariat : Sharon C. Lingad
Miriam M. Pamindanan

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

Prospective Bidders (via Zoom App):

1. ACMI Office Systems Philippines Inc. - Rosemarie Dela Cruz
2. Aequus Enterprise - Christy Ann Bare
3. AUX AIRCON Philippines – Anthony Cerdan
4. CGS Solid Aircon & Refrigeration Inc. – Jennifer Y. Ocampo
5. MJL Enterprises – Lowen Durante
6. Rongui Construction Corporation - Engr. Brainier Ronquillo

2.0 INVOCATION

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

3.0 CALL TO ORDER

30 March 2021

After the certification of a quorum by the BAC Secretariat, Chairperson Irish C. 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.

Ms. Sharon C. Lingad, Secretariat, acknowledged the Technical Working Group (TWG) present in the CIAC Board Room and via Zoom App. Also present via Zoom is Mr. Michelle S. Cruz from the CIAC-Internal Audit Department (IAD) and Mr. Glenn D. Tripulca from the Civil Aviation Authority of the Philippines (CAAP).

4.0 APPROVAL OF THE AGENDA ITEMS

Ms. Lingad presented the agenda for approval, as follows:

1. Pre-bid Conference for the project: "Supply, Installation, Testing and Commissioning of Various Split Type Inverter Air Conditioning Units"; and
2. Approval of the Minutes of the Pre-procurement Conference for the project: "Supply, Installation, Testing and Commissioning of Various Split Type Inverter Air Conditioning Units", held last 16 March 2021.

On the motion duly made by Melissa D. Feliciano and seconded by Ms. Atty. Misheena Joyce C. Tiatco, the BAC unanimously approved the agenda as cited.

5.0 DISCUSSION PROPER

To start the Pre-bid Conference for the said project, Ms. Lingad acknowledged the prospective bidders and their respective representatives joining the meeting via Zoom APP, namely:

- 1) ACMI Office Systems Philippines Inc. – Ms. Rosemarie Dela Cruz;
- 2) Aequus Enterprise – Ms. Christy Ann Bare;
- 3) AUX AIRCON Philippines – Mr. Anthony Cerdan;
- 4) CGS Solid Aircon & Refrigeration Inc. – Ms. Jennifer Y.Ocampo;
- 5) MJL Enterprises – Mr. Lowen Durante;
- 6) Rongui Construction Corporation - Engr. Brainier Ronquillo; and

To continue, a brief presentation and overview of the project was discussed by Engr. Vergel Maria D. Lacanlale.

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

Title of the project: "Supply, Installation, Testing and Commissioning of Various Split Type Inverter Air Conditioning Units".

PROJECT ABC: PhP3,570,000.00

PROJECT BACKGROUND

30 March 2021

- The project is proposed to replace existing and install new and reliable, high efficiency, energy costs savings, and earth-friendly AC inverter units.
- The project duration is ninety (90) calendar days.
- This project will be carried-out through Public Bidding in accordance with the Revised IRR of Republic Act No. 9184 otherwise known as the Government Procurement Law.

PROJECT COMPONENTS

Technical Specifications

1. This work involves the supply, installation, testing and commissioning of various split type inverter air conditioning units on the following area with the corresponding ac units;

EXECUTIVE OFFICE BUILDING

President's Office, 2hp, 1 unit
Executive Secretary's Office, 2hp, 1 unit
VP - AOMG Office, 1hp, 1 unit
HEA's Office, 1.5hp, 2 units
CorSec Office, 2.5hp, 1 unit
Records Management Office, 1.5hp, 1 unit
Hallway, 4hp, 1 unit
VIP Lounge Pantry, 1hp, 1 unit
Board Room, 2hp, 2 units
Treasury Manager, 1.5hp, 1 unit
Internal Audit Office, 1hp, 1 unit
COA Office, 3hp, 1 unit
Legal Office, 1hp, 1 unit
Accounting Manager, 1hp, 1 unit
Provident, 1hp, 1 unit
Prayer Room, 1hp, 1 unit
Procurement Manager, 1hp, 1 unit
Property Department, 4hp, 1 unit
Lactation Room, 1hp, 1 unit
HRD Staff, 4hp, 1 unit
HRD Manager's Office, 1.5hp, 1 unit
HRD AM's Office, 1hp, 1 unit
Comrel's Office, 1hp, 1 unit
Marketing Office, 4hp, 1 unit
Marketing Manager's Office, 1hp, 1 unit
Reception lobby, 4hp, 1 unit
Corplan Manager's Office, 1hp, 1 unit

SECURITY BUILDING

Mgr's. Sec. Office., 2hp, 1 unit
Asst Mgr'. Sec. Office, 1.5hp, 1 unit

30 March 2021

CARPENTRY BUILDING

Carpentry, 1.5hp, 1 unit

Motorpool, 1.5hp, 1 unit

2. Provide units with complete control and safety switches.
3. Provide standard wall sleeves and mounts as per manufacturer's recommendation. Wall sleeves shall have seals designed to restrict driving rain and wind.
4. Provide power supplies but not limited to disconnect switch enclosed in NEMA 3R, breakers, wires, and piping as required by local code and standard.
5. Relocate AC units on respective offices as follows;

EXECUTIVE OFFICE BUILDING

Data Room, 1.5hp, 1 unit

SECURITY BUILDING

Training Room, 1.5hp, 3 units

Alpha Base, 1.5hp, 2 units

AM Staff, 1.5hp, 1 unit

Staff Office 1, 1hp, 1 unit

Staff Office 2, 1hp, 1 unit

STAFFHOUSE

Bldg 1518, 1.5hp, 4 units

Bldg 1523, 1.5hp, 2 units

Bldg 2130-A, 2hp, 1 unit

6. Provide complete refrigerant piping and support on the outdoor unit as required by local code and standard. Turn over 10 units of refrigerant.
7. Testing and Commissioning of Inverter AC units.
8. 5 years warranty for compressor and 1 year warranty for parts and services.
9. Provide As-Built plans for mechanical and electrical signed and seal after the completion of the work.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document
and
- c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

30 March 2021

- and**
- d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- and**
- e) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

Technical Documents

- f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; **and**
- j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or

30 March 2021

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- a) Original of duly signed and accomplished Financial Bid Form;
- b) Original of duly signed and accomplished Price Schedule(s); **and**
- c) Bill of Quantities

BIDDING SCHEDULE

No.	Procurement Activity	Date
1.	Pre-procurement Conference	16 March 2021 (Tuesday), 2pm
2.	BAC Resolution recommending for the approval of the Bidding Documents	16 March 2021
3.	Approval of the Bidding Documents	17 March 2021
4.	Advertisement/Posting of Invitation to Bid	18-25 March 2021
5.	Pre-bid Conference	30 March 2021 (Tuesday), 10am
6.	Submission of Bids	12 April 2021 (Monday), 2pm
7.	Opening of Bids	12 April 2021 (Monday), 2:15 pm
8.	Bid Evaluation	13-15 April 2021
9.	BAC deliberation on Bid-evaluation Report and BAC declaring LCB/SCB	19 April 2021 (Monday), 2pm
10.	Post-qualification	20-30 April 2021 (10cd)
11.	BAC deliberation on the Post-qualification Report and BAC declaring the LCRB /SCRB	3 May 2021 (Monday), 2pm
12.	BAC Resolution for recommendation for Award	4 May 2021
13.	Approval of the recommendation for award	5 May 2021
14.	Issuance of Notice of Award	5 May 2021
15.	Contract Signing	6-14 May 2021
16.	Issuance of Notice of Proceed	17 May 2021

At this juncture, Engr. Lacanlale ended his presentation and the BAC proceeded with the discussion on the query and/or requests for clarification of each prospective bidder:

Items	Queries and Clarifications	Remarks/Instructions
1.	<p>Queries/Clarifications from Ms. Rosemarie Dela Cruz of ACMI Office Systems Philippines Inc.</p> <p>We would like to clarify if all the air-conditioning units are wall mounted.</p>	<p>No, descriptions are specified in the Technical Specifications of the bidding documents.</p>

30 March 2021

	<p>Upon checking bidding documents, descriptions are not indicated.</p> <p>Can we be provided with the said Mechanical Lay-out/Plan?</p> <p>Can we conduct a Site Inspection?</p> <p>Since we cannot conduct a site inspection, will CIAC provide us the Mechanical Lay-out/Plan?</p> <p>So, the items or units are wall mounted, floor mounted and ceiling mounted? And we shall be provided the list of what type of AC units will be installed?</p> <p>Regarding the item: Relocation of AC Units, will this mean that the subject AC units for relocation be relocated to a new location or different location?</p> <p>Are the relocation sites final or tentative?</p> <p>With regard to Item No.6 of the Technical Specifications, "Provide complete refrigerant piping and support on the outdoor unit as required by local code and standard. Turn over 10 units of refrigerant." Are we required to provide extra 10 tanks?</p> <p>Regarding the feeder line, are we going to provide or we will use the existing line?</p>	<p>You can check the Mechanical Lay-out/Plan.</p> <p>Yes.</p> <p>Due to the current Health and Safety Protocols, we cannot conduct a site inspection.</p> <p>Yes, we will provide all prospective bidders with the Mechanical Lay-out/Plan.</p> <p>Please refer to the Bill of Quantity Form in the bidding documents for the description and type of the AC units.</p> <p>The dismantled AC units will be re-installed or relocated to designated offices as indicated in the Technical Specifications of the bidding documents.</p> <p>The relocation sites were already been identified, please refer to the Technical Specifications of the bidding documents for the location, type and description of the AC units required for relocation.</p> <p>Yes.</p> <p>No, the winning bidder is required to provide the supply of power up to the existing Main Distribution Panel (MDP) only.</p>
<p>2.</p>	<p>Queries/clarifications from Ms. Jennifer Ocampo of CGS Solid Aircon & Refrigeration Inc.</p> <p>We would like to ask when you will</p>	<p>We will send the advance copy of the</p>

30 March 2021

	<p>provide the Mechanical Lay-out/Plan.</p> <p>Are we going to be given the said plan once we purchase the Bidding Documents?</p>	<p>Mechanical Lay-out/Plan until tomorrow (17 March 2021).</p> <p>No. We will send the said lay-out/plan to all prospective bidders thru email and will also be included in the Supplemental/Bid Bulletin which will be issued not later than 5 April 2021.</p>
3.	<p>Query from Mr. Lowen Durante of MJL Enterprises.</p> <p>Can we request for a Site Inspection?</p>	<p>Due to the current Health and Safety Protocols, we cannot conduct a site inspection. Instead, the Mechanical Lay-out/Plan will be provided for your reference.</p>
4.	<p>Queries/clarifications from Engr. Brainier Ronquillo of Rongui Construction Corporation.</p> <p>With regard to the AC units for relocation, are the subject units installed at present and will be dismantled?</p> <p>Are we going to supply the feeder line from main panel board to condensing unit?</p> <p>Can we conduct a Site Inspection?</p> <p>Last concern, we cannot download the Bidding Documents at the PhilGEPS website.</p>	<p>Yes, the AC units are presently installed and will be replaced by the respective new AC units. The said replaced units will be relocated to designated location or offices.</p> <p>No, there is an existing panel board. The winning bidder will be required to supply power from the said panel board including cables, breaker switch and disconnect switch.</p> <p>May we reiterate that, due to the current Health and Safety Protocols, we cannot conduct a site inspection. However, we can arrange a virtual inspection through video teleconference using the Zoom Application.</p> <p>The bidding documents for the said project may also be downloaded at the CIAC website (ciac.gov.ph).</p>
5.	<p>Queries/clarifications from Ms. Christy Ann Bare of Aequus Enterprise.</p> <p>May we ask how many copies are we going to submit?</p> <p>How about the sealing of bid?</p>	<p>Bidders are required to submit one (1) original and two (2) certified copies of the first and second components of its bid.</p> <p>The Technical Component shall be submitted properly labeled and sealed in one (1) envelope or container which shall consist of the Original Copy, Copy No.1 and</p>

30 March 2021

		Copy No.2. Same with the Financial Component. The two (2) sealed envelopes shall be enclosed and properly sealed in one (1) envelope or container which shall be properly marked as the Bid.
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There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of the prospective bidders:

- The deadline for the submission of queries and/or requests for clarification is on **April 2, 2021 (Friday), 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-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on **April 5, 2021 (Monday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC (ciac.gov.ph) and PhilGEPS (philgeps.gov.ph) on the same day.
- The deadline for the Submission of Bids is on **April 12, 2021 (Monday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 2:00 p.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **2:15 p.m. of April 12, 2021 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Bidders can only attend the said opening of bids thru video conferencing using Zoom Application (meeting link to be provided).
- For proper identification, bidders who will attend the said opening of bids thru video conferencing are advised to indicate their Full Name and Company Name as their username.
- Bidders are required to submit one (1) original and two (2) 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.
- Prospective 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

30 March 2021

shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.

- 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.
- Note: Caution to prospective bidders, should there be individuals posing in behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

The Pre-bid Conference was concluded by the Secretariat by extending appreciation to all the prospective bidders who participated in the said meeting.

6.0 OTHER MATTERS

Approval of the Minutes of the Pre- Pre-procurement Conference for the project: "Supply, Installation, Testing and Commissioning of Various Split Type Inverter Air Conditioning Units", held last 16 March 2021.

On the motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Ms. Melissa D. Feliciano, the BAC unanimously approved the Minutes of BAC Meeting held last 16 March 2021 as presented.

7.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:48 a.m. on the 30th day of March 2021.

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

SBAC Meeting re: Pre-bid Conference for the project: "Supply, Installation, Testing and Commissioning of Various Split Type Air Conditioning Units"

30 March 2021

ENGR. FEDERICO E. PRIMERO JR.
Member

ENGR. VERGEL MARIA D. LACANLALE
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson