

22 November 2021

Minutes No. 11-08, Series of 2021

MINUTES OF THE PRE-BID CONFERENCE

**"Renovation and Improvement of CIAC Central Warehouse (Bldg. 7581)"
(ABC: PhP2,998,000.00)**

Date : 22 November 2021
Time : 4:00 p.m.
Venue : Via Zoom Application

1.0 ATTENDANCE

Present/Member Irish C. Calaguas (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
Engr. Federico E. Primero Jr. (Member)
Engr. Josephine S. Cuyos (Provisional Member)

BAC-TWG: Robert S. Urbano (Head)
Arthur Z. Galang (Member)
Engr. Vergel Maria D. Lacanlale (Member)
Engr. Antonio O. Pamintuan III (Member)
Vina May Manalili (Member)
Noli D. Ocampo (Provisional Member)
Engr. Dennis T. Lumanlan (Provisional Member)

BAC Secretariat: Sharon C. Lingad
Miriam M. Pamindanan

Also present: Julie Ann D. Torres (Observer-IAD)

Prospective Bidder:

1. PGM Construction and Plumbing Services - Mr. Paul G. Marquez

2.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat.

Ms. Sharon C. Lingad, acknowledged the Technical Working Group (TWG) headed by Mr. Robert S. Urbano and observer; Ms. Julie Ann D. Torres from the Internal Audit Department (IAD) of CIAC.

3.0 APPROVAL OF THE AGENDA ITEM/S

The Secretariat, presented the agenda item, as follows:

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- Pre-bid Conference for the project: "Renovation and Improvement of CIAC Central Warehouse (Bldg. 7581)".

On a motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the above cited agenda.

4.0 DISCUSSION PROPER

To start the Pre-bid Conference, Ms. Lingad informed the BAC that only one (1) Letter of Intent (LOI) to participate was received and from PGM Construction and Plumbing Services, represented by Mr. Paul G. Marquez.

Followed by the project overview and requirements of the said project, presented by Engr. Josephine S. Cuyos.

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

Title of the project: "Renovation and Improvement of CIAC Central Warehouse (Bldg. 7581)".

Rationale

This project aims to renovate and improve Bldg. No.7581 in compliance with COA Report and Recommendations for the CIAC Central Warehouse.

Approved Budget for Contract (ABC): PHP2,998,000.00

Project Duration: Completion of the Works is within Sixty (60) Calendar Days from receipt of the Notice to Proceed (NTP)

Eligibility Requirement

Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders). Interested bidder should possess a minimum PCAB License with Size Range License Category "D" General Building. The PCAB license must be valid and effective at the date of submission of the bid.

Scope of Works

- | | |
|-------------------------|--------------------------------------|
| 1. General Requirements | 7. Carpentry Works |
| 2. Removal Works | 8. Painting Works |
| 3. Earthworks | 9. Thermal and Moisture Protection |
| 4. Concreting Works | 10. Structural Steel and Metal Works |
| 5. Reinforcing Steel | 11. Plumbing Works |
| 6. Tile Works | 12. Mechanical Works |
| | 13. Electrical Works |

Minimum Key Personnel

1. Project Engineer, licensed Civil Engineer, with 3 years minimum work experience; and
2. Construction Foreman with 2 years minimum work experience.

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Minimum Tools and Equipment

1. Plate compactor, 1 unit;
2. Concrete breaker, 1 unit;
3. Bagger mixer, 1 unit;
4. Portable welding machine, 1 unit; and
5. Scaffoldings, 1 set

Engr. Cuyos also presented to the BAC the reference lay-out/drawings to show the current status of the building and the construction plans for the said renovation.

Engr. Cuyos continued by enumerating the checklist of documentary requirements, as follows:

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Legal Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or 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
- b) 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; and
- c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- a) 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
- b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and
- c) Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid; and
- d) 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
- e) Project Requirements, which shall include the following:
 - e.1) Organizational chart for the contract to be bid;
 - e.2) List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - e.3) List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;
- f) 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

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- and authority to its officer to sign the OSS and do acts to represent the Bidder.
- g) Original Notarized Affidavit of No Pending Case.
- h) GAD checklist for designing and evaluating infrastructure projects.

Financial Documents

- a) The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’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
- b) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- c) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or 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.

FINANCIAL COMPONENT ENVELOPE

- a) Original of duly signed and accomplished Financial Bid Form; and

Other documentary requirements under RA No. 9184

- b) Original of duly signed Bid Prices in the Bill of Quantities; and
- c) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
- d) Cash Flow by Quarter.

At this juncture, Engr. Cuyos, ended her presentation and the Committee opened the floor for queries to the prospective bidder.

The BAC proceeded with the discussion on the queries and/or requests for clarification from PGM Construction and Plumbing Services.

Below were the queries raised by PGM Construction and Plumbing Services during the Pre-bid Conference, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

Queries/Clarifications	Remarks from the BAC and OPR
<p>Query and /or request for clarification from Mr. Paul G. Marquez.</p> <p>Is there a scheduled Site Inspection for this project?</p> <p>For the site inspection, are we required to bring Vaccination Cards or are there any protocols we need to follow? And, may we</p>	<p>We have no schedule set for Site Inspection. Should there be any request, we will set a schedule for your company.</p> <p>May we note that Certificate of Site Inspection is not required for the submission of bids.</p> <p>All prospective bidder/s who will attend the Site Inspection shall bring their individual Vaccination</p>

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know the contact person for the site inspection.	Cards and may look for Engr. Antonio O. Pamintuan III. For other concerns and inquiries regarding site inspection, you may also email the Secretariat at ciac_bacsecretariat@yahoo.com for coordination and further details.
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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 all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **November 26, 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 **November 29, 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 **December 6, 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 December 6, 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.
- 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 shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.

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- 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.

Lastly, the Chairperson concluded the Pre-bid Conference by extending her appreciation to the bidder for participating in the said meeting.

5.0 **ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 4:30 p.m. on the 22nd day of November 2021.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

- on leave -
GERRY A. NAGUIT
Member

- absent -
MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO E. PRIMERO JR.
Member

ENGR. JOSEPHINE S. CUYOS
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson