

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING
Pre-Bid Conference, 11:00 AM, 19 July 2022
Via Zoom APP, G/F AFAB Administration Building
Mariveles, Bataan

I. In Attendance:

1. Bidders (via Zoom)

No.	Name	Position
1.	Anilin Medina	FBF Electrical & Power Services, Inc.
2.	Antonio Ruaya	FBF Electrical & Power Services, Inc.
3.	Wilson Boco	Pointer Enterprises Inc.
4.	Daichi Matsuzawa	Technozone Corporation
5.	Francis Bicatulo	FBF Electrical & Power Services, Inc.

2. Bids and Awards Committee (BAC) / End-User-/ Observers

No.	Name	Position
1.	Charles M. Ramones	Chairperson
2.	Ma. Lourdes L. Herrera	Vice-Chairperson
3.	Donia G. Alonzo	Member
4.	Cristina F. Rodrigo	Member
5.	Ramero S. Osorio Jr.	Member
6.	Maristella Katrina D. Garino	TWG Head (Infra)
7.	Jerome P. Yumul	Member
8.	Mark Lester C. Quintana	Member
9.	Aubrey C. Naredo	Member
10.	Carlo Leon B. Sadang	Member
11.	Gea Mae E. Domingo	Member
12.	Andrew M. Cunanan	Member
13.	Marry Grace T. Samson	TWG Head (Goods)
14.	Robinson A. Pajarillo	Member
15.	Aileen O. Saberdo	Member
16.	Clifford A. Fernandez	Member
17.	Eunice S. Fernandez	Member
18.	Benny R. Astrero Jr.	Member
19.	Raphael M. Gomez	Member
20.	Jazell R. Cañas	Member
21.	Gian Carlo T. Aquino	Member
22.	Efren Joe P. Millora II	BAC-Secretariat Head

No.	Name	Position
23.	Maureen P. Camilo	BAC-Secretariat
24.	Dhane Ferl P. Peralta	BAC-Secretariat
25.	Jhon Mark D. Dizon	End-User
26.	Juan Carlos V. Gonzales	COA/Observer

II. Call to Order

After ascertaining that the members of the Bids and Awards Committee (BAC) had constituted a quorum and acting throughout, the BAC Chairperson called the pre-bid conference to order at 11:00 AM.

III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Project *"Upgrading and Replacement of Pad Mounted Transformers to Distribution Type Transformers"*
- D. Adjournment

IV. Preliminary Remarks

1. All prospective bidders, members of the BAC, the TWG, the Secretariat present, and the end-users were welcomed.
2. Ms. Dhane Ferl Peralta of the BAC-Secretariat presented the reminders to the prospective bidders to guide them in joining the public bidding at the Authority of the Freeport Area of Bataan (AFAB).
3. The procurement timeline for the project included in the pre-bid conference is as follows:

Activity	Date	Venue
Purchase/ Release of Bidding Documents	11 July – 3 August 2022 except weekends and holidays, 8:00 AM – 5:00 PM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Virtual Pre- bid Conference	19 July (Tuesday) 11:00 AM	Via Zoom App
Request for Clarification (Deadline)	22 July (Friday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph) or via a written letter

Activity	Date	Venue
Deadline of submission of bids	3 August (Wednesday) 1:00 PM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	3 August (Wednesday) 1:30 PM	Audio Visual Room (AVR), 2/F, AFAB Administration Building, FAB, Mariveles, Bataan

4. Bidders were informed that the bidding documents were available for free download at the Philippine Government Electronic Procurement System (PhilGEPS) and AFAB website (afab.gov.ph).
5. Payment is encouraged through online banking or bank deposit. Bidders must send a request to bac.secretariat@afab.gov.ph.
6. The common errors that bidders committed which resulted in their disqualification and/or failure of bidding were discussed in detail.
7. The bidders were reminded to review the Technical/Project Specifications and to take note of the requirements and proof of qualifications that must be submitted.
8. It was also emphasized that the Pre-Bid Conference is the opportunity for the prospective bidders to clarify what would constitute similar projects as required for the project SLCC.
9. The BAC Secretariat stressed that the prescribed format for Omnibus Sworn Statement and other forms in the Philippine Bidding Documents (PBD) must be followed.
10. The use of book tabs was highly encouraged for easy checking of the documents during the opening of bids. Page numbering was also recommended to prevent any instances of omission or insertion.
11. It was also stressed that the bidders are prohibited from communicating with any of the BAC Members, the TWG and Secretariat, and End-Users from bid opening to the issuance of the award.
12. The BAC-Secretariat discussed the items being checked by the TWG during the Post-Qualification which are the bidder's competency, imposition of liquidated damages and existing projects negative slippage, among others. The declared on-going projects will be checked whether it has negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts. Bidders who incurred the said percentage of slippage will be automatically disqualified during the Post-qualification.
13. The prospective bidders were also warned of persons and entities misrepresenting themselves as representatives of the AFAB and using the name of the Head of the Procuring Entity, for financial gain. Any similar communication or solicitation, for any purpose or activity or if any AFAB official or personnel initiates any act in violations of the Republic Act 6713 should be reported to FAB Coordination Center askafab@afab.gov.ph or via landline at (047) 935-4004 local 8006 or 0917-326-9863 or Public Safety and Security Department – Law Enforcement Division (047) 935-4004 local 82303 or 8206.

14. The requirement that upon receipt of the Notice of Award, the winning bidder shall register with the FAB Enterprise Department to become an accredited entity by the AFAB was also discussed.
15. Prospective bidders were reminded that winning bidders need to submit a performance security which is to remain valid for at least one (1) year after the contract time lapses or one year after the AFAB issues a Certificate of Final Acceptance, whichever comes later, pursuant to Section 39 of the revised IRR of RA 9184.
16. The BAC Secretariat reminded the prospective bidders of the minimum health protocols for AFAB Visitors which must be complied such as wearing of face masks.

V. Presentation of the Project *"Upgrading and Replacement of Pad Mounted Transformers to Distribution Type Transformers"*

1. Engr. Jhon Mark Dizon of the Freeport Facilities Department – Infrastructure and Maintenance Division presented the specifications of the project. The approved budget for the contract is Php 13,000,000.00 with a duration of 90 C.D. The fund source is the 2022 IGF.
2. Mr. Antonio Ruaya of FBF Electrical & Power Services, Inc. wanted to ask if they can use only three secondary bushing for the 25 KVA. Engr. Dizon answered affirmatively.
3. Mr. Wilson Boco of Pointer Enterprises Inc. asked if consideration can be given to lower the required percentage of the ABC for the Single Largest Completed Contract (SLCC) since the project falls under goods and the delivery is staggered. Ms. Maureen Camilo from the BAC Secretariat responded that the suggestion is noted however, the requirements are based on the RA 9184. She further mentioned that since this project is considered as non-expendable supplies, the required percentage of the ABC for the SLCC is 50% as per Section 23.4.1.3 of RA 9184.

VI. Closing Remarks

1. Ms. Peralta reminded the attendees of the deadline for submission of inquiries. The response shall be via bid bulletin which will be posted in the PhilGEPS and the AFAB websites and will be sent to all prospective bidders who joined the pre-bid conference.
2. Ms. Peralta also reiterated that the deadline for the submission and opening of bids is strictly observed by the BAC.
3. The BAC expressed their gratitude to all the attendees and prospective bidders.

VII. Adjournment

There being no other matters for discussion, the Pre-bid Conference was adjourned at 11:45 AM.

PREPARED BY:


DHANE FERL P. PERALTA
BAC-Secretariat Member

CERTIFIED CORRECT BY:


EFREN JOE P. MILLORA II
Head BAC-Secretariat

NOTED BY:


CHARLES M. RAMONES
Chairperson
Bids and Awards Committee