

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-Bid Conference, 1:30 PM, 12 October 2022
Via Zoom APP, G/F AFAB Administration Building
Mariveles, Bataan

I. In Attendance:

1. Bidders (via Zoom)

No.	Name	Position
1.	Alfredo Liwanag	Engineering and Development Corporation of the Philippines (EDCOP)
2.	Jason Paraggua	EDCOP
3.	Carmella Sto. Tomas	EDCOP

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.	Reylind C. Baluyot	Member (End-User)
11.	Carlo Leon B. Sadang	Member
12.	Gea Mae E. Domingo	Member
13.	Andrew M. Cunanan	Member
14.	Marry Grace T. Samson	TWG Head (Goods)
15.	Robinson A. Pajarillo	Member
16.	Aileen O. Saberdo	Member
17.	Clifford A. Fernandez	Member
18.	Benny R. Astrero Jr.	Member
19.	Jazell R. Cañas	Member
20.	Gian Carlo T. Aquino	Member
21.	Maureen P. Camilo	BAC-Secretariat
22.	Dhane Ferl P. Peralta	BAC-Secretariat

No.	Name	Position
23.	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 1:30 PM.

III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Project "*Consultancy Services for Dam Integrity*"
- 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	4 October – 25 October 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	12 October (Wednesday) 1:30 PM	Via Zoom App
Request for Clarification (Deadline)	14 October (Friday) 1:00 PM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph) or via a written letter
Deadline of submission of bids	26 October (Wednesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	26 October (Wednesday) 10:00 AM	Mt. Mariveles Board Room, 2/F, AFAB Administration Building, FAB, Mariveles, Bataan

Activity	Date	Venue
Negotiation	26 October (Wednesday) or after determining the Highest Rated Bid	AFAB ASD Meeting Room, Ground Flr., 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. For this purpose, prospective bidders must send a request to bac.secretariat@afab.gov.ph.
6. The common errors that bidders committed which resulted in the disqualification of their bid proposals and/or failure of bidding were discussed in detail:
 - a. Qualification Proofs, Certifications, Documentary Requirements, brochures stated in the project specifications were not included in the submitted bid documents
 - b. Submitted Single Largest Completed Contract (SLCC) is not similar to the Project
 - c. Not all ongoing projects is indicated in the *"Statement of All Ongoing Government And Private Contracts, Including Contracts Awarded But Not Yet Started"*
 - d. Incomplete documents based on minimum checklist of requirements
 - e. Falsified Documents
 - f. Invalid Bid Security (lacking in amount or for bond, it was issued by a surety company under negative list by GPPB)
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 violation 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 “Supply and Delivery of Chlorine Powder”

1. Engr. Reylynd C. Baluyot of the (FFD-IMD) presented the specifications of the project. The approved budget for the contract is Php 8,014,160.00 with a duration of 180 C.D. The fund source is the 2022 IGF.
2. Mr. Jason V. Paraggua of Engineering and Development Corporation of the Philippines (EDCOP) raised his concern on the timeline, specifically in the conduct of geotechnical investigation. He mentioned that 1.5 months might not be enough to complete the geotechnical investigation. Engr. Baluyot noted the concern and asked if the final deliverables can still be done within four (4) months. Mr. Paraggua said that all dam safety that they have done has a timeline of six (6) months, and 4 months is quite difficult. Engr. Baluyot answered that as long as the deliverables can be completed within 4 months, there will be no problem since the basis of the deliverables is just to divide the accomplishment report. Mr. Paraggua said that they will include the program they are looking into in their proposal.
3. Engr. Baluyot wanted to consult the BAC and the TWG regarding his concern on breach of information since EDCOP is also providing consultancy services to a locator. Ms. Maureen Camilo of the BAC Secretariat answered that the existing contract of EDCOP with a locator shall be reviewed. However, she mentioned that what is only declared in the Omnibus Sworn Statement is that the bidder has no relation to the members of the BAC, TWG

and the HoPE. Furthermore, Ms. Camilo said that conflict of interest shall be determined if the existing project of EDCOP has a connection to AFAB's project. Hence, if there are additional requirements needed, it shall be included in the bid bulletin.

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.

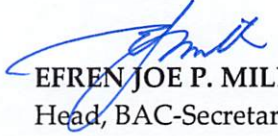
VII. Adjournment

There being no other matters for discussion, the Pre-bid Conference was adjourned at 1:56 PM.


PREPARED BY:


DHANE FERL P. PERALTA
BAC-Secretariat Member

CERTIFIED CORRECT BY:


EFREN JOE P. MILLORA II
Head, BAC-Secretariat *mc*

NOTED BY:


CHARLES M. RAMONES
Chairperson
Bids and Awards Committee