

## **BIDS AND AWARDS COMMITTEE**

### **MINUTES OF THE MEETING**

Pre-Bid Conference, 2:13 PM, 05 October 2023

Via Google Meet App, G/F AFAB Administration Building  
Mariveles, Bataan

#### **I. In Attendance:**

##### **1. Bidders (via Google Meet)**

<b>No.</b>	<b>Name</b>	<b>Company/Position</b>
1.	Maynard Cochon	Accent Systems Inc.
2.	Panchito Alavaren	Peniton Trading
3.	Mary Ann Tan	Distinctive Blinds & Office Systems, Inc.
4.	Stephenie Audrey C. Aguas	Boston Home Incorporated
5.	Ray Geni Robles	Mariken Weida Corporation
6.	Dexter Deapera	W. Rivera Construction and Equipment Rentals, Inc.
7.	Christy-An Ibasco	Ergo Contracts Phils., Inc.
8.	Rufa May Regalario	Dargo Design Component Builders Corporation
9.	Joel Morada	Office Essentials Systems Furniture Inc.
10.	Ramon Baquiran	Design Excellence Home And Office System
11.	Rose Villagrancia	Accent Systems Inc.
12.	Kristina Fernandez	Sigmatech Inc.
13.	Imee P. Bulanadi	Boston Home Incorporated
14.	Gisselle Amador	Infinite Quality Designs Center Inc.
15.	Mary Rose Cabayao	LBPI Design International, Inc.

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

<b>No.</b>	<b>Name</b>	<b>Position</b>
1.	Percival B. Peralta	Chairperson
2.	Ma. Lourdes L. Herrera	Vice-Chairperson
3.	Charles M. Ramones	Member
4.	Donia G. Alonzo	Member
5.	Cristina F. Rodrigo	Member
6.	Maristella Katrina C. Garino	TWG Head (Infra)
7.	Jerome P. Yumul	Member
8.	Mark Lester C. Quintana	Member
9.	Reylind Jeff C. Baluyot	Member/End-User
10.	Aubrey C. Naredo	Member
11.	Gea Mae E. Domingo	Member

No.	Name	Position
12.	Andrew M. Cunanan	Member
13.	Eugene A. Lumibao	Member
14.	Aileen O. Saberdo	TWG Member (Goods)
15.	Charize Winsy M. Salvacion	Member
16.	Robinson A. Pajarillo	Member
17.	Raphael M. Gomez	Member
18.	Benny R. Astrero Jr.	Member
19.	Jazell R. Cañas	Member
20.	Sunshine C. Policarpio	Member
21.	Gian Carlo T. Aquino	Member
22.	Maureen P. Camilo	BAC-Secretariat Head
23.	Dhane Ferl P. Peralta	BAC-Secretariat
24.	Myra Cañaverl	End-User
25.	Ryan Lintag	End-User

## 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 Vice-Chairperson called the pre-bid conference to order at 2:13 PM.

## III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Projects:
  - Competitive Bidding:
    1. *Supply, Delivery and Testing of Ecology Center Laboratory Equipment (Phase 1) (Supply and Delivery of Laboratory for Ecology Center)*
    2. *Supply, Delivery and Installation of Modular Workstations and Furniture for Various Offices and AVR 3 Lounge at the AFAB Administration Building*
- D. Adjournment

## IV. Preliminary Remarks

1. All prospective bidders, members of the BAC, the TWG, the Secretariat, and the end-users present were welcomed.
2. Ms. Dhane Ferl P. 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	25 September - 19 October 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	05 October (Thursday) 1:30 PM	Via Google Meet Application
Request for Clarification (Deadline)	09 October (Monday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat ( <a href="mailto:bac.secretariat@afab.gov.ph">bac.secretariat@afab.gov.ph</a> )
Deadline of submission of bids	19 October (Thursday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	19 October (Thursday) 10:00 AM	Physical at AFAB Board Room, 2/F, AFAB Administration Building, FAB, Mariveles, Bataan and via Google Meet Application

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](http://afab.gov.ph)).
5. Payment was encouraged through online bank transfer or bank deposit. For this purpose, prospective bidders must send a request to [bac.secretariat@afab.gov.ph](mailto: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:
- Qualification proofs, certifications, documentary requirements, brochures stated in the technical specifications were not included in the submitted bid documents
  - Submitted Single Largest Completed Contract (SLCC) is not similar to the Project
  - Not all ongoing projects are stated in the *"Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started."*
  - For goods projects, incorrect computation in the price schedule and incorrect VAT percentage
  - Incomplete documents based on minimum checklist of requirements
  - Falsified documents
  - 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 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 discussed the content of the Checklist of Technical and Financial Documents as indicated in the Philippine Bidding Documents (PBD) for goods projects.
10. It was stressed that the prescribed formats for the SLCC, Ongoing Projects, Notarized Bid Securing Declaration, Omnibus Sworn Statement, Financial Bid Form, Price Schedule and other forms in the PBD must be followed.
11. 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.
12. 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.
13. 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 two (2) or more ongoing contracts. Bidders who incurred the said percentages of slippage will be automatically disqualified during the post-qualification.
14. 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](mailto: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.
15. 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.
16. 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.
17. Ms. Mary Ann Tan of Distinctive Blinds & Office Systems, Inc. wanted to clarify the content of each copy of bidding documents to be submitted – whether all technical component envelopes shall be placed together in one envelope and the financial component envelopes on another or each envelope shall contain both the technical and financial component envelopes. Ms. Peralta said that for each envelope, it must contain both the technical and financial component envelopes.

**V. Presentation of the Project *"Supply, Delivery and Testing of Ecology Center Laboratory Equipment (Phase 1) (Supply and Delivery of Laboratory for Ecology Center)"***

1. Mr. Ryan Lintag of the Freeport Facilities Department – Environment and Utilities (FFD-EUD) presented the technical specifications of the project. The approved budget for the contract is Php 3,000,000.00 with a duration of 120 C.D. The fund source is the 2023 IGF.
2. Mr. Dexter Deapera of W. Rivera Construction and Equipment Rentals, Inc. wanted to know whether there is a schedule of delivery to follow or the supplier can deliver the required equipment/items all at once. Mr. Lintag said that the supplier can do one-time delivery as long as it does not exceed the contract duration of 120 calendar days.
3. Mr. Deapera also asked for the specific place of delivery. Mr. Lintag said that the place of delivery shall be at the AFAB's Sewerage Treatment Plant (STP) near the AFAB Administration Building. However, Mr. Lintag said that the equipment/items shall be brought first to the AFAB Administration Building for inspection.
4. Ms. Kristina Fernandez of Sigmatech Inc. asked whether the specifications provided in the bidding documents are the preferred specifications of the end-user or they can offer what they usually offer to their other clients. Mr. Lintag responded that they will stick with the specifications posted in the AFAB and PhilGEPS website.

**VI. Presentation of the Project *"Supply, Delivery and Installation of Modular Workstations and Furniture for Various Offices and AVR 3 Lounge at the AFAB Administration Building"***

1. Ms. Myra Cañaveral of the Administrative Services Department – Administrative Services Division (ASD-ASDiv) presented the technical specifications of the project. The approved budget for the contract is Php 4,900,000.00 with a duration of 60 C.D. The fund source is the 2023 IGF & MOOE.
2. Mr. Panchito Alavaren of Peniton Trading requested if the required experience of ten (10) years can be lowered to five (5) years instead since the bidders are required to submit their NFCC and SLCC which will prove that a bidder can deliver what is required from the project. Ms. Cañaveral said that the requirement is pre-determined. However, they shall discuss this with the concerned offices and issue a bid bulletin.
3. Mr. Joel Morado of Office Essentials Systems Furniture Inc. asked what they will follow for their costing – the furniture specification or the layout. Ms. Cañaveral said that the actual measurements will prevail since the measurements provided in the technical specifications are only approximates. Hence, site inspection is required.
4. Mr. Morada also asked whether the photos provided shall be followed by the bidders or these are just references. Ms. Cañaveral said that for new furniture,

- the bidders can offer similar furniture as long as the minimum specifications are met. However, for existing furniture, the same shall be provided by the bidders for uniformity purposes.
5. Further, Mr. Morada requested for the actual floor plan. Ms. Cañaveral said that this has already been included in the technical specifications. Mr. Morada requested for the floor plan of the whole office. Ms. Cañaveral said that they shall include the floor plan in the bid bulletin.
  6. With regard to the provision on the reconfiguring of the work station which shall be free of charge, Mr. Morada requested for further elaboration. Ms. Cañaveral explained that there are times when the layout of the offices shall be changed. Within the warranty period, the reconfiguration of the modular workstation panels should be free of charge. Mr. Morada then asked whether the reconfiguration includes the resizing of the panels or only relocation. Ms. Cañaveral responded that it shall only be relocation and reconnection of panels.
  7. For the photos of the showroom and production, Mr. Morada wanted to confirm when and where these shall be submitted. Ms. Cañaveral said that the photos shall be submitted during bid submission.
  8. Ms. Mary Rose Cabayao of LBPI Design International, Inc. wanted to confirm if they can join the bidding even if their showroom is outside Central Luzon. Ms. Cañaveral answered affirmatively.
  9. Ms. Cabayao also asked whether the reorientation of existing furniture shall be done by the bidder or of the AFAB. Ms. Cañaveral said that reorientation of existing furniture shall be done by the supplier.
  10. Mr. Morada wanted to know when they can have their site inspection. Ms. Cañaveral said that site inspections shall be conducted during weekdays (8:00 AM-12:00 PM) except holidays and work suspension. Ms. Peralta added that prospective bidders can send their requests for site inspection via the BAC Secretariat's email address and wait for confirmation prior to coming to AFAB.
  11. Ms. Rufa May Regalaro of Dargo Design Component Builders Corporation requested for a clearer copy of the technical specifications and layout. Ms. Cañaveral said that these shall be provided in the bid bulletin. For everybody's information, Ms. Peralta said that a clearer copy of the technical specifications can also be accessed through the AFAB Website ([www.afab.gov.ph](http://www.afab.gov.ph)).

## **VII. 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.


### VIII. Adjournment

There being no other matters for discussion, the Pre-bid Conference was adjourned at 3:12 PM.

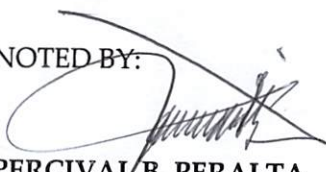
PREPARED BY:

  
**DHANE FERL P. PERALTA**  
Member, BAC-Secretariat

CERTIFIED CORRECT BY:

  
**MAUREEN P. CAMILO**  
Head, BAC-Secretariat

NOTED BY:

  
**PERCIVAL B. PERALTA**  
Chairperson, Bids and Awards Committee