

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-Bid Conference, 1:30 PM, 06 November 2023
Via Google Meet App, G/F AFAB Administration Building
Mariveles, Bataan

I. In Attendance:

1. Bidders (via Google Meet)

No.	Name	Company/Position
1.	Angel C. Almanzor	KKG Construction & Supply
2.	Carlo Castillo	Danitech Power System Inc.
3.	Gilfred Ulat	Delta Construction And Marine Services
4.	Jayson M. Lacuesta	Delta Construction And Marine Services
5.	John Lyle Jimenez	R.B. Ombao Construction
6.	Julie Andaya	R.B. Ombao Construction
7.	Louie Canada	Lcos Incorporated
8.	Reinier Chua	RRC Co. Inc.
9.	Renzo Rodriguez	STX Enterprises
10.	Ridzqan Talja	KKG Construction & Supply
11.	Dennis Humiding	Delta Construction and Marine Services
12.	Joshwela Marie Lardizabal	KKG Construction & Supply

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

No.	Name	Position
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.	Aubrey C. Naredo	Member
10.	Gea Mae E. Domingo	Member/End-User
11.	Andrew M. Cunanan	Member
12.	Eugene A. Lumibao	Member
13.	Aileen O. Saberdo	TWG Member (Goods)
14.	Charize Winsy M. Salvacion	Member
15.	Robinson A. Pajarillo	Member

No.	Name	Position
16.	Eunice S. Fernandez	Member
17.	Benny R. Astrero Jr.	Member
18.	Jazell R. Cañas	Member
19.	Sunshine C. Policarpio	Member
20.	Gian Carlo T. Aquino	Member
21.	Maureen P. Camilo	BAC-Secretariat Head
22.	Dhane Ferl P. Peralta	BAC-Secretariat
23.	Jhon Mark Dizon	End-User
24.	John Carlo Ramos	End-User
25.	Clifford Fernandez	End-User
26.	Janice Nablea	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 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 Projects:
 - Competitive Bidding:
 1. *Upgrading of Power Distribution System: Bird Guards Installation at Posts Pin Insulators*
 2. *Upgrading of Power Distribution System: Distribution Line Upgrade at Zigzag Road Area*
 3. *Realignment of Sewer Lines to Sewer Line Type A & B*
 4. *Restoration of Street Signages Posts*
 5. *Improvement of Administrative Offices*
- 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	30 October – 29 November 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	06 November (Monday) 1:30 PM	Via Google Meet Application
Request for Clarification (Deadline)	15 November (Wednesday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph)
Deadline of submission of bids	29 November (Wednesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	29 November (Wednesday) 10:00 AM	Physical at AFAB Board Room, 2/F, AFAB Administration Building, FAB, Mariveles, Bataan and via Google Meet Application

4. Prospective bidders/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 was encouraged through online bank transfer or bank deposit. For this purpose, prospective bidders must send a request to bac.secretariat@afab.gov.ph. The BAC Secretariat also reminded the prospective bidders to take into consideration the verification of payment which would usually take 1-2 working days. She said that the official receipt (O.R.) shall be sent to the bidder once payment is verified, and that bidding documents shall only be received by the Procurement Management Division (PMD) once O.R. has been issued.
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 technical 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 are stated in the *"Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started."*
 - d. For goods projects, incorrect computation in the price schedule and incorrect VAT percentage (for both goods and infra)
 - e. For infrastructure projects, incomplete materials in the detailed estimate as required in the plans and specifications
 - f. Incomplete documents based on minimum checklist of requirements
 - g. Falsified documents
 - h. Invalid bid security (lacking in amount or for bond, it was issued by a surety company under negative list by GPPB)

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- 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 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. Mr. Reinier Chua of RRC Co. Inc. asked if bidders will receive all the bidding documents once they purchase it. Ms. Peralta answered affirmatively. She added that bidders can also access the complete bidding documents in the

PhilGEPS Website (www.philgeps.gov.ph) or the AFAB Website (www.afab.gov.ph). Further, Ms. Peralta emphasized that there are certain forms that shall be provided by the bidder.

V. Presentation of the Project *"Upgrading of Power Distribution System: Bird Guards Installation at Posts Pin Insulators"*

1. Engr. Jhon Mark Dizon of the Freeport Facilities Department – Infrastructure and Maintenance Division (FFD-IMD) presented the technical specifications of the project. The approved budget for the contract is Php 2,590,504.27 with a duration of 90 C.D. The fund source is the IGF.
2. Mr. Carlo Castillo of Danitech Power System Inc. asked if partial delivery for the project is allowed. Engr. Dizon responded affirmatively. He said that as long as all materials are delivered within 90 C.D.

VI. Presentation of the Project *"Upgrading of Power Distribution System: Distribution Line Upgrade at Zigzag Road Area"*

1. Engr. Dizon of the FFD-IMD presented the specifications of the project. The approved budget for the contract is Php 2,766,661.86 with a duration of 45 C.D. The fund source is the IGF.
2. No questions were raised by the prospective bidders.

VII. Presentation of the Project *"Realignment of Sewer Lines to Sewer Line Type A & B"*

1. Engr. John Carlo Ramos of the FFD-IMD presented the specifications the project. The approved budget for the contract is Php 11,621,218.62 with a duration of 180 C.D. The fund source is the 2024 GAA.
2. Mr. Chua asked whether or not there is a designated disposal area for the debris, and if yes, how far will it be. Engr. Ramos answered that there is a designated area for the demolished materials which is near the zone.
3. With regard to the DPWH permits, Mr. Chua asked if the bidder is the one who will secure it. Engr. Ramos replied that the winning contractor shall secure the clearance from the DPWH.
4. Mr. Dennis Humiding of Delta Construction and Marine Services (DCAMS) raised his concern regarding the contractor's qualification. He said that the required PCAB size range is Small B and is required to have similar experience on sewer projects. He wanted to confirm whether or not bidders under Small A and Small B categories without similar experience can still participate in the bidding. Ms. Peralta said that Section 23.4.2.4 of the RIRR of the RA 9184 states that *"The bidder must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid: Provided, however, That contractors under Small A and Small B categories without similar experience on*

the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB."

VIII. Presentation of the Project "Restoration of Street Signages Posts"

1. Engr. Gea Mae E. Domingo of the Freeport Facilities Department – Infrastructure and Maintenance Division (FFD-IMD) presented the specifications the project. The approved budget for the contract is Php 1,832,853.67 with a duration of 45 C.D. The fund source is the MOOE.
2. No questions were raised by the prospective bidders.

IX. Presentation of the Project "Improvement of Administrative Offices"

1. Mr. Clifford A. Fernandez of the Administrative Services Department – Administrative Services Division (ASD-ASDiv) presented the specifications and project plan of the project. The approved budget for the contract is Php 16,178,156.68 with a duration of 180 C.D. The fund source is the 2023 IGF.
2. Mr. Louie Canada of Lcos Incorporated asked what materials shall be used in the ceiling and flooring. Engr. Janice Nablea of the FFD-IMD answered that the materials for the ceiling and flooring are already indicated in the Plans issued for the project.
3. Mr. Chua raised his concern regarding the submission of DOLE approved Safety and Health Program requirement. He said that they will not be able to provide the said document during bid submission because per DOLE's Checklist for evaluation of construction safety and health program, the Notice of Award or Notice to Proceed is required. Ms. Peralta requested the prospective bidder to send an email to the BAC Secretariat and include the checklist and other rulings as reference. A corresponding bid bulletin will then be issued for this.
4. Mr. Chua also asked when they can send a request for site inspection. Ms. Peralta said that they can send their request immediately.
5. Mr. Jayson Lacuesta of DCAMS asked if the specifications for the voice and data requirements are included in the plans of the project. Engr. Nablea responded that the specifications for the voice and data requirements are specified in the Annex A- Bill of Quantity. However, a bid bulletin shall be issued for the detailed specifications of these.

X. 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.

XI. Adjournment

There being no other matters for discussion, the Pre-bid Conference was adjourned at 3:20 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