

## BIDS AND AWARDS COMMITTEE

### MINUTES OF THE MEETING

Pre-Bid Conference, 10:00 AM, 14 December 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.	Coolins Azer Esteban	Admen Architectural & General Services
2.	Christine Joy Ballao	JEK Trading and Construction
3.	Jasmine Joson	JEK Trading and Construction
4.	Raegan Aquino	Luzviminda Engineering
5.	Romel Corpuz	BEZ Community MPC
6.	Bryan Clark M. Gregorio	Photopro Trading & General Merchandise Co.
7.	Jaypee Tolentino	RARRR Enterprises
8.	Maria Teresa Enal	Luzviminda Engineering
9.	Luigi Aguilar	Need Ink Sales and Services
10.	Cristine Castillo	Innovalite Inc.
11.	Ken Cedric Retuta	Mecon Systems Service and Maintenance Product
12.	Mat Quintero	Mecon Systems Service and Maintenance Product
13.	John Randolph Laureta	Luzviminda Engineering

##### 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.	Reylind Jeff C. Baluyot	Member/End-User
10.	Aubrey C. Naredo	Member
11.	Gea Mae E. Domingo	Member/End-User
12.	Andrew M. Cunanan	Member
13.	Eugene A. Lumibao	Member

No.	Name	Position
14.	Marry Grace T. Samson	TWG Head(Goods)
15.	Aileen O. Saberdo	Member
16.	Charize Winsy M. Salvacion	Member
17.	Robinson A. Pajarillo	Member
18.	Raphael M. Gomez	Member
19.	Eunice S. Fernandez	Member
20.	Benny R. Astrero Jr.	Member
21.	Jazell R. Cañas	Member
22.	Sunshine C. Policarpio	Member
23.	Gian Carlo T. Aquino	Member
24.	Maureen P. Camilo	BAC-Secretariat Head
25.	Dhane Ferl P. Peralta	BAC-Secretariat
26.	Jhon Mark Dizon	End-User
27.	John Carlo Ramos	End-User
28.	Janice Nablea	End-User
29.	Clifford Fernandez	End-User
30.	Efren Joe P. Millora II	End-User
	Myra A. Cañaveral	End-User
31.	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 Chairperson called the pre-bid conference to order at 10:00 AM.

## III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Projects:

### Competitive Bidding:

1. *Toner Cartridges for Various AFAB Offices (With Free Use of Multifunction Printer and Copiers)*
2. *Service Contract of Manpower, Tools and Equipment for the Collection, Hauling of Residual Solid Waste from Freeport Area of Bataan (FAB) Locators, Facilities, Parks and Road Networks to the FAB Transfer Station and the Manpower and Supervision for the Sanitation Maintenance of FAB Grounds*
3. *Service Contract of Manpower, Tools for the Operation and Maintenance of the Freeport Area of Bataan (FAB) Sewerage Treatment Plant (STP) and Waterworks and Sewerage Collection System (WSCS)*

4. *Installation of Streetlights' Post, LED Lights and Cat's Eye along Zigzag Road Leading to Mindanao Avenue - Phase I*
  5. *Retrofitting and Improvement of Dam Integrity: Desilting of Reservoir*
  6. *Retrofitting and Improvement of Dam Integrity: Improvement of Claycore*
  7. *Upgrading of Drainage Canal at Phase I and Phase II: Visayas Ave. and Mindanao Ave.*
  8. *Upgrading of Drainage Canal at Phase I and Phase II: Paniquian River*
- 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	05 – 27 December 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	14 December (Thursday) 10:00 AM	Via Google Meet Application
Request for Clarification (Deadline)	18 December (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	27 December (Wednesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	27 December (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](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). 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. Incorrect computation in the price schedule (for goods) and detailed estimates (for infra), and incorrect VAT percentage: VAT % should be 12% (for 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)
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.

**V. Presentation of the Project *“Toner Cartridges for Various AFAB Offices (With Free Use of Multifunction Printer and Copiers)”***

1. Mr. Clifford A. Fernandez 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 12,682,191.48 with a duration of 1 year (Jan.-Dec. 2024). The fund source is the 2024 MOOE.
2. Mr. Luigi Aguilar of Need Ink Sales and Services asked if the technical specifications are available for download on the PhilGEPS Website. Ms. Peralta answered affirmatively. She added that bidders can also access the technical specifications in the AFAB Website ([afab.gov.ph](http://afab.gov.ph)).
3. Mr. Bryan Clark M. Gregorio of Photopro Trading & General Merchandise Co. asked if bidders can offer pre-manufactured machines. Mr. Fernandez said that they shall consult this with the AFAB’s Management Information System (MIS), and shall be answered via bid bulletin.
4. Mr. Gregorio also asked if bidders can offer brand new compatible inks and toners. Mr. Fernandez replied that this shall also be answered via bid bulletin.
5. For item No. 2, Mr. Gregorio asked wanted to clarify whether the unit is Inkjet or Laser. Mr. Fernandez also said that this shall be coordinated with the MIS for the bid bulletin.

**VI. Presentation of the Project *“Service Contract of Manpower, Tools and Equipment for the Collection, Hauling of Residual Solid Waste from Freeport Area of Bataan (FAB) Locators, Facilities, Parks and Road Networks to the FAB Transfer Station and the Manpower and Supervision for the Sanitation Maintenance of FAB Grounds”***

1. Engr. Ryan Lintag of the Freeport Facilities Department – Environment and Utilities Division (FFD-EUD) presented the technical specifications of the project. The approved budget for the contract is Php 18,923,135.32 with a duration of 1 year. The fund source is the 2024 MOOE.
2. Ms. Peralta clarified that the duration of the project is 1 year. She also mentioned that bidders must fill out the Annex A provided, and this shall be submitted during bid submission as indicated in the Checklist of Technical and Financial Documents in the Philippine Bidding Documents.
3. Mr. Mat Quintero of Mecon Systems Service and Maintenance Product asked if the percentage requirement for the SLCC can be 25% of the ABC only. Ms. Peralta replied that upon double checking, the SLCC for the project shall be at least 25% of the ABC.
4. Further, Mr. Quintero also asked if the 25% can be aggregate amount. Ms. Peralta responded that aggregate amounts are accepted as long as it complies with the requirement under Section 23.4.1.3 of the RIRR of RA 9184. He then asked if the projects can be more than two similar projects. Ms. Peralta said that what is indicated in the said Section is *“at least two (2) similar contracts.”*

**VII. Presentation of the Project *“Service Contract of Manpower, Tools for the Operation and Maintenance of the Freeport Area of Bataan (FAB) Sewerage Treatment Plant (STP) and Waterworks and Sewerage Collection System (WSCS)”***

1. Engr. Ryan Lintag of the FFD-EUD presented the technical specifications of the project. The approved budget for the contract is Php 12,682,191.48 with a duration of 1 year. The fund source is the 2024 MOOE.
2. Ms. Peralta clarified that the duration of the project is 1 year. She also mentioned that bidders must fill out the Annex A provided, and this shall be submitted during bid submission as indicated in the Checklist of Technical and Financial Documents in the Philippine Bidding Documents.
3. No questions were raised by the prospective bidders.

**VIII. Presentation of the Project *“Installation of Streetlights’ Post, LED Lights and Cat’s Eye along Zigzag Road Leading to Mindanao Avenue - Phase I”***

1. Engr. Jhon Mark Dizon of the Freeport Facilities Department – Infrastructure and Maintenance Division (FFD-IMD) presented the specifications of the project. The approved budget for the contract is Php 3,232,535.59 with a duration of 60 C.D. The fund source is the IGF.
2. No questions were raised by the prospective bidders.

**IX. Presentation of the Project *"Retrofitting and Improvement of Dam Integrity: Desilting of Reservoir"***

1. Engr. Reylynd Jeff C. Baluyot of the Freeport Facilities Department – Infrastructure and Maintenance Division (FFD-IMD) presented the specifications of the project. The approved budget for the contract is Php 49,724,381.80 with a duration of 150 C.D. The fund source is the 2023 GAA.
2. No questions were raised by the prospective bidders.

**X. Presentation of the Project *"Retrofitting and Improvement of Dam Integrity: Improvement of Claycore"***

1. Engr. Reylynd Jeff C. Baluyot of the FFD-IMD presented the specifications the project. The approved budget for the contract is Php 43,457,265.36 with a duration of 210 C.D. The fund source is the 2024 GAA.
2. No questions were raised by the prospective bidders.

**XI. Presentation of the Project *"Upgrading of Drainage Canal at Phase I and Phase II: Visayas Ave. and Mindanao Ave."***

1. Engr. John Carlo Ramos of the FFD-IMD presented the specifications of the project. The approved budget for the contract is Php 8,299,028.93 with a duration of 90 C.D. The fund source is the 2024 GAA.
2. Mr. Jaypee Tolentino of RARRR Enterprises wanted to know if there is a disposal area for the debris. Engr. Ramos answered affirmatively and said that the disposal area is located inside the zone.

**XII. Presentation of the Project *"Upgrading of Drainage Canal at Phase I and Phase II: Paniquian River"***

1. Engr. Janice Nable of the FFD-IMD presented the specifications of the project. The approved budget for the contract is Php 19,999,590.12 with a duration of 180 C.D. The fund source is the 2024 GAA.
2. No questions were raised by the prospective bidders.

**XIII. Closing Remarks**

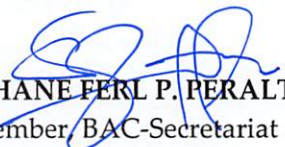
1. Ms. Peralta reminded the attendees of the deadline for submission of inquiries. The response shall be via bid bulletin which will be posted in the PhilGEPS and the AFAB websites and will be sent to all prospective bidders who joined the pre-bid conference.
2. Ms. Peralta also reiterated that the deadline 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.

#### **XIV. Adjournment**

There being no other matters for discussion, the Pre-bid Conference was adjourned at 12:23 PM.

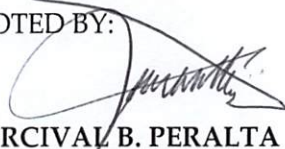
PREPARED BY:

  
**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