

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-Bid Conference, 1:30 PM, 13 February 2024

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

I. In Attendance:

1. Prospective Bidders (via Google Meet)

No.	Name	Company/Position
1.	Greg Mark Pantas	Nar Power System Specialists Corp.
2.	Romel Corpuz	BEZ Community MPC
3.	Leonard Adriano	Adriano Construction
4.	Arthur Clark Gaa	J-Bacs Construction
5.	Jean Manalaotao	Bonibal Construction
6.	Renato Boniquit	Bonibal Construction
7.	Ervinn Jerard Paranal	Power Compact Enterprises

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.	Cristina F. Rodrigo	Member
5.	Donia G. Alonzo	Member
6.	Jerome P. Yumul	TWG Head (Infra)
7.	Mark Lester C. Quintana	Member
8.	Aubrey C. Naredo	Member
9.	Gea Mae E. Domingo	Member
10.	Andrew M. Cunanan	Member
11.	Gian Carlo T. Aquino	Member
12.	Sunshine C. Policarpio	Member
13.	Marry Grace T. Samson	TWG Head (Goods)
14.	Aileen O. Saberdo	Member
15.	Robinson A. Pajarillo	Member
16.	Kristene Faye V. Arceo	Member
17.	Eunice S. Fernandez	Member
18.	Benny R. Astrero Jr.	Member
19.	Jazell R. Cañas	Member
19.	Raphael M. Gomez	Member
20.	Charize Winsy M. Salvacion	Member

No.	Name	Position
21.	Maureen P. Camilo	BAC-Secretariat Head
22.	Dhane Ferl P. Peralta	BAC-Secretariat
23.	Charmaine L. Javier	FABILA
24.	John Carlo Ramos	End-user
25.	Janice Nablea	End-user
26.	Jhon Mark Dizon	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/negotiation 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. *Service Contract for the Supply of Manpower, Supervision, and Tools for the Freeport Area of Bataan (FAB) Facility and Infrastructure Maintenance Operations*
- 2. *Installation of Streetlights' Post, LED Lights along Zigzag Road Leading to Mindanao Avenue*
- 3. *Upgrading of Drainage Canal at Phase I and Phase II: Paniquian River*

Negotiated Procurement

- 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*

- 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 February – 05 March 2024 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/ Negotiation	13 February 2024 (Tuesday) 1:30 PM	Via Google Meet Application
Request for Clarification (Deadline)	19 February 2024 (Monday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph)
Deadline of submission of bids	05 March 2024 (Tuesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	05 March 2024 (Tuesday) 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 project technical specifications/ specifications were not submitted
 - 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/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. All three (3) copies of the bid documents (original, copy 1 and copy 2) to be submitted must contain all the requirements as stated in the bidding documents
 13. 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.
 14. 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.
 15. 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.
 16. 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.
 17. 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 *“Service Contract for the Supply of Manpower, Supervision, and Tools for the FAB Facility and Infrastructure Maintenance Operations”*

1. Engr. John Carlo Ramos 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 5,942,891.08 with a duration of 9 months or until Dec. 2024, whichever comes first. The fund source is the MOOE.
2. Mr. Romel Corpuz of BEZ Community MPC requested the end-user to check the cost estimate for the “Basic Annual Salary per Personnel” column of the Annex A since it is multiplied by 9 instead of 12. Engr. Ramos said that this shall be checked and a bid bulletin shall be issued for this.
3. As for the Philhealth remittances, Mr. Corpuz said that not all basic monthly salary of personnel was multiplied with 5%. Engr. Ramos explained that per Philhealth, there is a minimum monthly premium of Php 500.00. Hence, they used Php 500.00 monthly premium in cases where the basic monthly salary of personnel multiplied with 5% is less than the said amount.
4. Mr. Leonard Adriano of Adriano Construction mentioned that the Pag-ibig contribution was adjusted from Php 100.00 to Php 200.00 effective 01 February 2024. Engr. Ramos said that this shall also be included in the bid bulletin.
5. Mr. Adriano also asked whether or not they can submit performance bond as a form of wage security. Engr. Ramos said that the acceptable forms of wage security are cash and manager’s check. Ms. Peralta added that the performance security and wage security serve different purposes. She explained that per RA 9184, the winning contractor shall submit within 10 days upon receipt of the Notice of Award a performance security in order to ensure faithful performance of its obligations under the contract. On the other hand, the wage security is required to answer for the service provider’s failure to pay the salaries due to its personnel.

VI. Presentation of the Project *“Installation of Streetlights’ Post, LED Lights along Zigzag Road Leading to Mindanao Avenue”*

1. Engr. Jhon Mark Dizon of the 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.

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

1. Engr. Janice Nablea 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. Mr. Renato Boniquit of Bonibal Construction asked if the contractor needs to secure DENR permit for the trees. Engr. Nablea responded that the permit shall be issued by the AFAB.

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

1. Ms. Peralta said that invitation was already sent to all bidders of known legal, technical, and financial qualifications. She asked if there are any interested bidders for the project for negotiated procurement.
2. There being no interested bidders, the presentation of the project is skipped.

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

1. Ms. Peralta said that invitation was already sent to all bidders of known legal, technical, and financial qualifications. She asked if there are any interested bidders for the project for negotiated procurement.
2. There being no interested bidders, the presentation of the project is skipped.


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/Negotiation was adjourned at 2:57 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