

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-Bid Conference, 1:40 PM, 05 March 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.	Jean Manalaotao	Bonibal Construction
2.	Richmond Chua	RRC Co. Inc.
3.	Ken Cedric V. Retuta	Mecon Systems Service and Maintenance Product
4.	Mark Joseph V. Oñate	JD Roces Build and Arts Services
5.	Melchor Sumang	S.M. Severino Construction and Trading
6.	Nica Angela Calma	S.M. Severino Construction and Trading
7.	Almira Sales	Luzviminda Engineering
8.	Reagan Aquino	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.	Cristina F. Rodrigo	Member
5.	Donia G. Alonzo	Member
6.	Jerome P. Yumul	TWG Head (Infra)
7.	Ralph Patrick M. Iloy	Member
8.	Mark Lester C. Quintana	Member
9.	Aubrey C. Naredo	Member
10.	Gea Mae E. Domingo	Member
11.	Andrew M. Cunanan	Member
12.	Gian Carlo T. Aquino	Member
13.	Marry Grace T. Samson	TWG Head (Goods)
14.	Maristella Katrina C. Garino	Member
15.	Aileen O. Saberdo	Member
16.	Robinson A. Pajarillo	Member
17.	Kristene Faye V. Arceo	Member
18.	Eunice S. Fernandez	Member
19.	Benny R. Astrero Jr.	Member

No.	Name	Position
19.	Jazell R. Cañas	Member
20.	Raphael M. Gomez	Member
21.	Charize Winsy M. Salvacion	Member
22.	Maureen P. Camilo	BAC-Secretariat Head
23.	Dhane Ferl P. Peralta	BAC-Secretariat
24.	John Carlo Ramos	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 1:40 PM.

III. Agenda of the Pre-bid Conference

- A. Call to Order
- B. Preliminary Remarks
- C. Presentation of the Project for Competitive Bidding: *“Upgrading of Drainage Canal at Phase I and Phase II: Visayas Ave. and Mindanao Ave.”*
- 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	19 February – 19 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	05 March 2024 (Tuesday) 1:30 PM	Via Google Meet Application
Request for Clarification (Deadline)	07 March 2024 (Thursday) 10:00 AM	Inquiries must be sent via e-mail to the BAC Secretariat (bac.secretariat@afab.gov.ph)

Activity	Date	Venue
Deadline of submission of bids	19 March 2024 (Tuesday) 9:30 AM	Procurement Management Division, Ground Flr., AFAB Administration Building, FAB, Mariveles, Bataan
Opening of Bids	19 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 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 detailed estimates, and incorrect VAT percentage: VAT % should be 12%
 - 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)
 - i. Failure to submit three (3) sets of bidding documents (Original, Copy 1, Copy 2)
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 *"Upgrading of Drainage Canal at Phase I and Phase II: Visayas Ave. and Mindanao Ave."*

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 8,299,028.93 with a duration of 90 C.D. The fund source is the 2024 GAA.
2. Ms. Peralta mentioned that the Certificate of Site Inspection shall be issued by the end-user unit upon conduct of site inspection and purchase of bidding documents. Further, she said that site inspection shall be conducted prior to submission of bidding documents.
3. Ms. Jean Manalaotao of Bonibal Construction asked if the Certificate of Acceptance is required to be submitted as attachment for the SLCC. Ms. Peralta responded affirmatively.
4. Ms. Manalaotao also asked if the approved budget for the contract (ABC) is the same as the ABC when it was first posted. Engr. Ramos answered that the ABC is still the same.
5. Mr. Mark Joseph V. Oñate of JD Roces Build and Arts Services requested for a copy of the PowerPoint presentations. Ms. Peralta responded that the content of the PowerPoint of the reminders presented earlier shall be included in the minutes of the meeting, hence, she requested the prospective bidder to send a request for a copy of the minutes. As for the PowerPoint presentation of the end-user, Ms. Peralta referred the prospective bidders to the specifications and plans of the project since the content is the same.
6. Mr. Ken Cedric V. Retuta of Mecon Systems Service and Maintenance Product asked whether or not they should still conduct site inspection even if they have conducted it already last year. Engr. Ramos responded that the site of project is still the same as before, hence, the prospective bidders may opt to not conduct site inspection again. However, he mentioned that the Certificate of Site Inspection shall only be issued to those who purchased bidding documents.


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 2:40 PM.

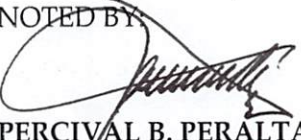
PREPARED BY:


DHANE FERLE P. PERALTA
Member, BAC-Secretariat

CERTIFIED CORRECT BY:


MAUREEN P. CAMILO
Head, BAC-Secretariat

NOTED BY:


PERCIVAL B. PERALTA
Chairperson, Bids and Awards Committee