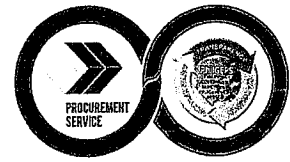




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Tuesday, August 7, 2018	10:00AM	CONFERENCE ROOM C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																				
TYPE OF MEETING	Preliminary Conference																				
PROJECT	SERVICE PROVIDER FOR THE DEPARTMENT OF EDUCATION PREPARATION OF SCHOOL SITE DEVELOPMENT PLAN																				
REFERENCE NO.	PB No. 18-233-5																				
ATTENDEES	<p>Bids and Awards Committee V: Ms. Teresita J. Dela Cruz Chairperson Atty. Michelle Anne B. Recto, LLM Regular Member Mr. Webster M. Laureñana Provisional Member</p> <p>Procurement Division V: Mr. Karlo D. Oropresa Member Engr. Nicole John D. Cabueños Member Mr. Arnel B. Cunanan Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End User's Representative Engr. Aldrin C. Tagao Arch. Jet Raymond Alabaso</p> <p>Prospective Bidders:</p> <table> <tr><td>Richard Tollo</td><td>RC Tollo Surveying</td></tr> <tr><td>Gerome Hipolito</td><td>SMARTGEO Surveying</td></tr> <tr><td>Jude F. Dapitan</td><td>DSLCL</td></tr> <tr><td>Kryzze Czet Valdez</td><td>Valdez Surveying</td></tr> <tr><td>Jovanie F. Tugunay</td><td>Tugunay Surveying</td></tr> <tr><td>Mary Jocen Barba</td><td>Solar Surveying Corp.</td></tr> <tr><td>Eva Marie Mosende</td><td>Solar Surveying Corp</td></tr> <tr><td>Baby Karen Dizon</td><td>Solar Surveying Corp</td></tr> <tr><td>Primo Habiling Jr.</td><td>Habiling & Rise</td></tr> <tr><td>Janette Manangan</td><td>MSO</td></tr> </table>	Richard Tollo	RC Tollo Surveying	Gerome Hipolito	SMARTGEO Surveying	Jude F. Dapitan	DSLCL	Kryzze Czet Valdez	Valdez Surveying	Jovanie F. Tugunay	Tugunay Surveying	Mary Jocen Barba	Solar Surveying Corp.	Eva Marie Mosende	Solar Surveying Corp	Baby Karen Dizon	Solar Surveying Corp	Primo Habiling Jr.	Habiling & Rise	Janette Manangan	MSO
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CALL TO ORDER

1. The scheduled Preliminary Conference started at **10:40AM** with the Chairperson presiding.
2. The PMOIC acknowledged the presence of the attendees.
3. It was also reported that observers were invited for this activity but none confirmed their attendance.
4. The PMOIC was then instructed by the Chairperson to proceed with the presentation of the project.

DISCUSSION

I. BID DOCUMENTS

CHECKLIST OF ELIGIBILITY OF REQUIREMENTS

NO DISCUSSION

BRIEF PROJECT DESCRIPTION

NO DISCUSSION

REQUEST FOR EXPRESSION OF INTEREST

The PMOIC explained that the project has four (4) lots where one lot covers one or two region/s which is further subdivided in two or more clusters.

Section I. Request for Expression of Interest
Page 10

XXX

Lot No.	Qty	Item / Description	Approved Budget for the contract
1	1 Lot	Site Development Plan for Cordillera Autonomous Region (CAR) (2 clusters) and Region I (5 clusters)	₱ 27,473,052.39
2	1 Lot	Site Development Plan for Region II (3 clusters) and Region III (5 clusters)	30,212,977.46
3	1 Lot	Site Development Plan for Region IV-A (5 clusters)	17,558,233.79
4	1 Lot	Site Development Plan for Region V (6 clusters)	22,755,736.36
			₱ 98,000,000.00

XXX

One of the prospective bidders asked if the boundary and technical description of the property for each project site are already identified and complete.

The end-user clarified that most of the recipient schools have their technical description of the school site and if there is none, the school head will assist in the identification of boundaries of the school and provide necessary documents pertaining to this matter.

EDS Clause 4.2
Page 17

XXX

Each prospective bidder shall submit one **(1) original and one (1) additional copy** of its eligibility documents. Bidders are also required to submit searchable PDF format of their technical proposal.

XXX

The PMOIC emphasized to the prospective bidders the provision under EDS Clause 4.2 since this is very important during the evaluation of their technical proposal and failure to comply with this requirement would likewise cause for disqualification.

XXX

EDS Clause 9.2
Page 24

ELIGIBILITY DOCUMENTS

XXX

3. Total value of on-going projects within five years from opening of bids counting backwards		30		
- More than the ABC	100			
- 75 % - 100% of the ABC	85			
- 50% but less than 75% of the ABC	70			
- below 50% of the ABC	0			

XXX

For the short listing evaluation criteria, one of the prospective service providers

inquired on the possible score if they do not have an on-going contract.

The PMOIC explained that based on the scoring criteria, bidders with on-going project below 50% of the ABC or no on-going project at all, will have a score of zero (0).

XXX

EDS Clause 9.2
Page 25

<p>III. Tools and Equipments committed to the project. One (1) set of the following tools and equipment per cluster:</p> <ul style="list-style-type: none"> - 1 unit Geodetic Total Station/ Engineer's Transit; - 1 unit Tripod - 1 unit Leveling Rod - 1 unit Prism - 2 units Desktop Computer/ Laptop <p>Note: <i>It is recommended to make use of Annex H for the list of tools and equipment.</i></p>				
<p><i>List of Tools and Equipment should be supported by proof of ownership, lease and/ or purchase agreement. The bidder may choose among the ff. options:</i></p> <ol style="list-style-type: none"> <i>1. Proof of ownership to be included in the Technical Proposal; or</i> <i>2. Lease Agreement between lessor and lessee and Proof of Ownership of the Lessor to be included in the Technical Proposal; or</i> <i>3. Purchase Agreement between the bidder and the owner. Certification of availability of equipment from the vendor for the duration of the project</i> 			20	

XXX

Regarding the proof of ownership of the tools and equipment, which form part of the technical proposal, the service providers asked if Land Management Bureau (LMB) registration can be considered as proof of ownership.

The committee, after referring the matter to the end-user, approved the same.

XXX

EDS Clause 9.2

Page 26

XXX

3. Relevant Training (related to land surveying)		10		
- 72 hours or more relevant training	100			
- 48 hours but less than 72 hours of relevant training	70			
- Below 48 hours but not less than 24 hours of relevant training	50			
-				
- Below 24 hours of relevant training	0			

XXX

One of the prospective bidders asked how to determine the number of training hours for each team member and where to indicate the same. Furthermore, bidders inquired on the total hours to be considered for the participation in a convention.

The PMOIC reiterated that there is a section in the curriculum vitae for the number of hours. The statement thereof shall be validated by the Joint-Technical Working Group. For the conventions attended, the number of days should be converted into hours and has to be supported by a certification.

XXX

D. For Lot 1: Seven (7) Technician; For Lot 2: Eight (8) Technician; For Lot 3: Five (5) Technician; For Lot 4: Six (6) Technician;			10		
1. Education			40		
- Licensed Geodetic/ Civil Engineer or Architect	100				
- College Degree (Bachelor degree in Geodetic/ Civil Engineer or Architect)	70				
- Undergraduate in Geodetic/ Civil Engineering or Architecture)	50				

- Non-Degree Holder	0			
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XXX

One of the prospective bidders inquired on the role of the Technician as part of the key personnel. They manifested that technicians are only employed to check and repair the technical equipment but are not necessarily present on the site since their tools are covered by warranty by their distributor.

The PMOIC took note of this matter and will discuss it with the Committee and End-user.

XXX

EDS Clause 9.2
Page 30

XXX

F. For Lot 1: Seven (7) Tapeman/Rodman/Utilityman; For Lot 2: Eight (8) Tapeman/ Rodman/ Utilityman; For Lot 3: Five (5) Tapeman/ Rodman/ Utilityman; For Lot 4: Six (6) Tapeman/ Rodman/ Utilityman;				5
Education		40		
- Master's Degree	100			
- College Degree ((Bachelor degree in Geodetic/ Civil Engineering or Architecture)	70			
-College Degree (Bachelor degree other than Geodetic/ Civil Engineering or Architecture)	50			
- Non-Degree Holder	0			

XXX

The service provider suggested to lessen the qualification for a utility man since their duty is merely for support (i.e. clearing of obstacle, holding the rod).

The PMOIC took note of this matter and will discuss it with the Committee and End-user.

BID FORM

Annex "A" Project Duration

CAR	No. of Sites	Time Frame
Cluster 1	312 sites	180 CD

xxx

The service providers manifested that 180 calendar days is not sufficient for each cluster considering the remote location of some schools. Hence, requested to extend the given project duration to have an ample time for each project site.

The End User explained that completion for this project is expected by mid of next year and further extension would affect the succeeding program.

xxx

The service providers suggested 300 calendar days taking into account the distance of CAR and Region I and considering that some of them are from Metro Manila.

Another service provider requested for the extension for Region I also since both are in the same lot.

Solar Surveying Corp. likewise requested to extend the delivery period for Lot 4 covering Region V to 240 calendar days.

The PMOIC explained the each cluster shall be handled by a team that will work simultaneously for immediate completion of the project. Each team consists of at least six (6) members which is composed of the Geodetic Engineer, Instrument Man, Technician, Rod Man, Recorder, and a Line Man.

In view of the foregoing, the End-User agreed to extend the project duration to 240 calendar days for CAR only since other regions are more accessible or located in plains. Nevertheless, they took note of the concerns for further discussion with their division head.

xxx

**TERMS OF REFERENCE
Page 27**

XXX

The Services shall cover the following.

1. Conduct field/land survey
2. Conduct research data on the school site.
3. Setting of monuments for all corners.
4. Plot existing structures/trees inside the school site on a tracing paper.
5. Show the distances of the existing structures from property line of one school building to another.
6. Identify boundaries of the school site.
7. Show the nearest location of power utility posts, sewer and drainage lines, telecommunication lines and water supply lines.
8. Flow of drainage system must be reflected in the plan.

XXX

The service provider asked for clarification whether the project is purely structural survey or requires site development plan which is more detailed.

The End-User clarified that the service provider is only required to identify the school facilities and area covered by it. Furthermore, service provider shall only provide blueprints, while further structural implementation and development shall be covered by other DepEd projects.

XXX

The prospective bidder inquired if there is a minimum diameter of trees to be considered for inclusion in the plan as for item number 4.


The End-User clarified that there is no specific requirement for the diameter of trees, but should be considered by service provider if deemed necessary for the planning.

Likewise, the End-User added that service provider should identify the orientation of each plan for reference during implementation.

XXX

On the setting of the monument, one of the service providers inquired if there is a required specification for it and how will they manage those schools which titles of land are still on process.

The End-User explained that monument should be placed in all the corners of the project site. In case the school's land title is still on process, service providers can make use of markers as its

	<p>temporary boundaries.</p> <p>The service providers suggested that end-user must provide details for the monument/ markers.</p> <p>End-user acknowledged their recommendation and will provide details for the markers.</p> <p>xxx</p> <p>Service providers were anxious when it comes to coordination with the school and the local government unit where the project site is located.</p> <p>End-user assured them that once the process of procurement is completed, DepEd will issue a memorandum informing the schools and their respective municipalities/cities that a group of service providers will visit them for the preparation of school site development plan.</p>
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:35PM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on August 7, 2018.
PREPARED BY	<p>The Procurement Division V:</p> <div style="text-align: center;">  MS. ROSEMARIE N. ANDULAN Secretariat </div>

Bids and Awards Committee V:



MR. WEBSTER M. LAUREÑANA
Provisional Member



ATTY. MICHELLE ANNE B. RECTO
Regular Member



MS. TERESITA J. DELA CRUZ
Chairperson

CERTIFIED CORRECT

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ - denotes deletion; (b) Underline - denotes inclusion or new item/requirement; and "xxx" - denotes separation of phrase/s being amended from the rest of the main text.