

MINUTES OF MEETING

Friday, July 19, 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 4																	
TYPE OF MEETING	Prebid Conference																	
PROJECT	<i>Construction of Ship's Crew Transient Facility at Sangley Point, Cavite City for the Philippine Navy (PN)</i>																	
REFERENCE NO.	PB 19-224-4																	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 4</p> <table border="0"> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Engr. Diane T. Arbitrario</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division 4</p> <table border="0"> <tr> <td>Ms. Rose Alvidale G. Ladlad</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Julie U. Guimbuayan</td> <td>Member</td> </tr> </table> <p>End-User Agency(ies)</p> <table border="0"> <tr> <td>LCDR Jayson P Lamoste</td> <td>Philippine Navy, TWG</td> </tr> </table> <p>Bidder(s):</p> <table border="0"> <tr> <td>Mr. Randy C. Calubag</td> <td>Dassan Construction and Supplies</td> </tr> </table> <p>Other Attendees:</p> <table border="0"> <tr> <td>Engr. Jude John A. Deseo</td> <td>PS Consultant</td> </tr> </table>		Engr. Estrellita G. Fule	Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Engr. Diane T. Arbitrario	Provisional Member	Ms. Rose Alvidale G. Ladlad	Secretariat	Ms. Julie U. Guimbuayan	Member	LCDR Jayson P Lamoste	Philippine Navy, TWG	Mr. Randy C. Calubag	Dassan Construction and Supplies	Engr. Jude John A. Deseo	PS Consultant
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:30 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 																	

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>SECTION III BDS Clause No. 5.4 (b) Page No. 39 XXX <i>For this purpose, similar contracts shall refer to General Building Construction.</i> XXX</p> <p><i>The Chairperson explained to the attending bidder the context of General Building Construction.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V SCC Clause No. 39.1 Page No. 80 XXX <i>The amount of the advance payment is fifteen percent (15%) of the Contract Price, which shall be given to the Contractor not later than fifteen (15) calendar days from receipt of the Contractor's request, subject to the requirements under GCC Clause 39.2.</i> XXX</p> <p><i>The Chairperson emphasized that the Advance Payment will be considered as the down payment for the Contractor.</i></p>
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION
TERMS OF REFERENCE	<p>1.0 Description of the Project Page No. 83 XXX <i>Installation of 4-Units Two (2)-storey 20 footer container van at Sangley Point, Cavite City for the Ship's Crew Transient Facility.</i> XXX</p> <p><i>The Provisional Member emphasized that the Project requires for a total of eight</i></p>

	<i>(8) container vans.</i>
BILL OF QUANTITIES	<i>The Provisional Member emphasized on the proper way in accomplishing the said form, reminding bidders not to leave blanks on the form and if the item amounts to 0 (zero) or indicated as "-", the item will be considered as free.</i>
BIDDING FORMS	Annex No. C Page No. 103 <i>The Provisional Member emphasized on the Rules of Notarial Practice, explaining that Community Tax Certificate (CTC) is not acceptable and will result to the disqualification of their submitted bid.</i>

II. OTHER DISCUSSIONS

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Friday, July 19, 2019.
PREPARED BY	Procurement Division 4: (SGD.) MS. ROSE ALVIDALE G. LADLAD Secretariat
CERTIFIED CORRECT	(SGD.) ENGR. DIANE T. ARBITRARIO Provisional Member, Bids and Awards Committee 4 (SGD.) ATTY. DIVINA GRACIA A. BACAL Regular Member, Bids and Awards Committee 4 (SGD.) ENGR. ESTRELLITA G. FULE Chairperson, Bids and Awards Committee 4