



# MINUTES OF MEETING

November 18, 2020	10: 00 AM	Conference Room B and C
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<b>MEETING CALLED BY</b>	<b>SPECIAL BIDS AND AWARDS COMMITTEE</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	<b>CONSTRUCTION OF SPECIAL AND TECHNICAL STAFF BUILDING FOR SPECIAL SERVICE CENTER (SSC) AND DIVISION ADMINISTRATIVE COMMAND CENTER (DACC) AT FORT BONIFACIO, TAGUIG CITY</b>
<b>REFERENCE NO.</b>	<b>PB No. 20-049-3</b>
<b>ATTENDEES</b>	<p><b>Special Bids and Awards Committee</b>          Engr. Jaime M. Navarrete Jr. Chairperson          Engr. Nicole John D. Cabueños Vice Chairperson          Atty. Earvin Jay Alparaque Regular Member          Engr. Leigh Ann F. Pua Provisional Member          Ms. Hedda Y. Rulona Ad Hoc Member</p> <p><b>BAC Support</b>          Engr. Marwan Amil Member, Technical Working Group          Mr. Julyses Mora Member, Technical Working Group          Ms. Rosemarie N. Andulan Secretariat</p> <p><b>End-User's Representative</b>          Mr. Aristotle E. Guerrero Member, Technical Working Group          Mr. Vergel Q. Paras Member, Technical Working Group          Mr. Jules O. Aficial BCDA          Mr. Mark P. Torres BCDA          Engr. Sydney Gutierrez BCDA</p>

PRE-BID CONFERENCE  
 PB No. 20-049-3  
 CONSTRUCTION OF SPECIAL AND TECHNICAL STAFF BUILDING  
 FOR SPECIAL SERVICE CENTER (SSC) AND DIVISION  
 ADMINISTRATIVE COMMAND CENTER (DACC) AT FORT  
 BONIFACIO, TAGUIG CITY

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	<p><b>Observers:</b>  BGEN. Joselyn Regis-Bandarlipa Philippine Army  Col. Lawrence C. Carreon MNSA (CE) Philippine Army  Cpt. Louie M. Ocampo (CE) Philippine Army  Cpt. Joemar D. Zulueta (CE) Philippine Army  Maj. Danny Rey C. Montemayor (CE) Philippine Army</p> <p><b>Prospective Bidders:</b>  Mr. Efren C. Santos BC Cuerpo  Mr. Djeremy dela Cruz MRBI Const. Corp.  Ms. Jhing Villanueva 21th CDC  Ms. Gwen Madera UMSDC  Mr. Joe Valentin Gayoba DLARVARITAS Const.  Mr. Ramon Basa Wassecon Corp.  Ms. Janica Abarka RC Ramos Construction Corp.  Mr. George Duran Arktek System Builders Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 10:15 AM with the Chairperson presiding. He then instructed Ms. Andulan to acknowledge the presence of the attendees in the room and those who joined through the video conference platform.</li> <li>2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance.</li> <li>3. Having established the required quorum, the Chairperson asked Ms. Andulan to proceed with the presentation of the general requirements in government procurement of Infrastructure Project.</li> </ol>

**DISCUSSION**

**BID DOCUMENTS**

INVITATION TO BID	<p>A prospective bidder asked if they are allowed to conduct a site inspection.</p> <p><b>The Chairperson answered in the affirmative and stated that this will be coordinated with the End-User. Further instructions to the Site Inspection shall be posted through the issuance of the Bid</b></p>
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**Bulletin. In this regard, the Chairperson informed the prospective bidders that a Bid Bulletin shall be issued tomorrow, 19 November 2020 to provide for the requirements of the Site Inspection which shall be conducted on Monday, 23 November 2020.**

In view of the PhilGEPS website being down, one of the contractors sought to know if the instructions can be personally emailed to them since they cannot personally check the bulletin board of the PS because of their office location.

**The Chairperson apologized and maintained that under the rules, the Bid Bulletin shall only be made official through its posting on the PS and PhilGEPS website and within the premises of the procuring entity.**

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**Ms. Andulan announced that the submission of written clarifications is until 20 November 2020. She explained that as early as today, 18 November 2020, the prospective bidders can now start submitting their concerns. The same shall be answered by the SBAC through the issuance of the Bid Bulletin until 25 November 2020. Moreover, she reminded the prospective bidders that the schedule for the Opening of Bids is on 02 December 2020 at 10:00AM and that late submission of the bid proposal shall not be accepted by the SBAC.**

BDS Clause 5.4  
Page 36

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The cost of the building component in the SLCC shall not be less than Php 142,159,053.7 which shall be computed based on the as-built quantities certified by the project owner or the contractor.

BID DATA SHEET

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**The Chairperson emphasized that the SLCC must be accompanied with As-Built Quantities certified by the project owner or the contractor. Furthermore, he explained that the basis for the computation of the SLCC is the As-Built Quantities.**



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A contractor asked if this is an additional requirement in the SLCC.

**The Chairperson answered in the affirmative.**

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BDS Clause 20.3

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Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

In addition, bidders are required to submit one (1) softcopy of the first and second components of its bids in PDF format stored in a flash drive to be submitted during the opening of bids.

*\*Note: In case of any discrepancy/ies between the hardcopy and softcopy of the bid, the former shall prevail.*

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One of the prospective bidders inquired on where the flash drive would be placed in the bid proposal.

**The Chairperson clarified that it will be placed in a separate envelope which shall be included in the bigger envelope or to be bundled with the bid proposal.**

**In addition, the Chairperson requested the prospective bidders to include in their submission of the soft copy the excel sheet of the Bill of Quantities (BOQ) and the Detailed Cost Estimates. In case of discrepancy between the PDF and Excel Copy, the former shall prevail. Furthermore, the Chairperson informed them that this additional requirement shall be included in the Bid Bulletin to further clarify the matter.**



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	<p>XXX</p> <p><b>The Chairperson informed the prospective bidders that this project is a shared responsibility between the two (2) agencies, the Procurement Service (PS) and the Bases Conversion and Development Authority (BCDA). The PS acts as the procuring agent where it is tasked to provide the resolution recommending the award and the Head of the Procuring Entity (HoPE) is the BCDA, the one responsible for the issuance of the Notice of Award.</b></p>
GENERAL CONDITIONS OF CONTRACT	NO QUESTION FROM THE PROSPECTIVE BIDDERS
SPECIAL CONDITIONS OF THE CONTRACT	<p>As for the processing of necessary permits, the prospective bidders asked if it is already included in the schedule of requirements.</p> <p><b>The Chairperson cited the provision under Clause 1.31 of the SCC which provides that the application for permits or required certifications shall be the responsibility and obligation of the contractor.</b></p> <p>One of the contractors averred that they cannot proceed with the processing of permits to start the project if there is no Notice to Proceed (NTP).</p> <p><b>The Chairperson clarified that the four hundred twenty (420) calendar days is inclusive of all the leg works (e.g. processing of permits, etc) . He explained that leg work shall start after the signing of the contract.</b></p>
TECHNICAL SPECIFICATIONS	<p>One of the contractors sought to clarify the components of the project. He observed during the presentation that there is an included bridge. He likewise asked if there is a site development.</p> <p><b>The End-User presented the illustration of the five (5)-storey building with roof deck and a connecting bridge to the other building. In the query on the site development, the End-User answered in the affirmative.</b></p>

RNH

	<p><b>For the drawings, the Chairperson maintained that it is posted on the PhilGEPS Website together with the Invitation to Bid and the bidding documents.</b></p> <p>The prospective bidder raised that the PhilGEPS website is down.</p> <p><b>The Chairperson resorted on providing the bidders the drawings through email. He requested them to submit to the SBAC a letter for them to access the electronic copies of the drawings and the same shall be emailed to them by the Secretariat.</b></p>
<p><b>BID FORMS</b></p>	<p><b>The Chairperson reminded the prospective bidders of the detailed instructions in the Bid Form. He requested them to be mindful in filling out the same since the failure to fill out any information required in the blank spaces can cause the disqualification of their bid.</b></p>


<p><b>OTHER MATTERS</b></p>	<p><b>For the late attendees, Ms. Andulan informed them that the important matters discussed in the meeting may be viewed in the PS Website under Bid Opportunities, Minutes of the Meeting (MOM). The MOM shall be posted five (5) calendar days after the concluded Prebid Conference.</b></p>
<p><b>ADJOURNMENT</b></p>	<p>Having no other matters for discussion, the meeting was adjourned at <b>12:00 PM.</b></p>
<p><b>CERTIFICATION</b></p>	<p>We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on <b>November 18, 2020.</b></p>
<p><b>PREPARED BY</b></p>	<p style="text-align: center;">   <b>MS. ROSEMARIE N. ANDULAN</b>          BAC Secretariat       </p>

*[Handwritten signature]*


  




REVIEWED BY


  
**WEBSTER M. LAURENANA**  
OIC- Procurement Division V


CERTIFIED CORRECT

  
**MS. HEDDA Y. RULONA**  
Ad Hoc Member, Special Bids and Awards Committee

  
**ENGR. LEIGH ANN F. PUA**  
PMOIC, Special Bids and Awards Committee

  
**ATTY. EARVIN JAY ALPARAQUE**  
Regular Member, Special Bids and Awards Committee

  
**ENGR. NICOLE JOHN D. CABUEÑOS**  
Vice Chairperson, Special Bids and Awards Committee

  
**ENGR. JAIME M. NAVARRETE JR.**  
Chairperson, Special Bids and Awards Committee