

**Bids and Awards Committee for Goods
BCDA Corporate Center
2/F Bonifacio Technology Center, 31st BGC, Taguig City**

**Bidding for the Supply and Delivery of Construction Tools and Materials for the Rehabilitation
of Primary Electrical Lines at the Bataan Technology Park in Morong, Bataan**

**Minutes of the Meeting
Pre-Bid Conference**

**12 December 2018 (Wednesday)
Lobby Conference Room**

Present:

Bids & Awards Committee (BAC) for Goods:

Chairperson	BGen Carlos F Quita (Ret)
Vice Chairperson	Atty. Maria Soledad C. San Pablo
Members	Samuel John L. Vidallon Atty. Gisela Z. Kalalo Christian Paolo R. Quillamor

Technical Working Group (TWG):

Head	Almira S. Clarianes
Members	Vicenta M. Natividad

Secretariat:

Head	Atty. Leah Anne R. Maligaya
Members	Queennie P. Bautista Vienna Inah M. De Francia

End-User:

Engr. Eduardo R. Rosqueta

Prospective Bidders:

Royal Link
RFBG Construction
PFB Industrial Sales
GBO Company

The Pre-Bid Conference for the **Bidding for the Supply and Delivery of Construction Tools and Materials for the Rehabilitation of Primary Electrical Lines at the Bataan Technology Park in Morong, Bataan** was presided by BAC-G Chairman BGen Carlos F Quita (Ret).

1. Call to Order

There being a quorum, Chairman Quita called the Pre-Bid Conference to order at 3:00PM. He opened the meeting by introducing the Members, Technical Working Group, and Secretariat of the Bids and Awards Committee for Goods and welcoming the prospective bidders.

2. Highlights of the Meeting

2.1 Engr. Eduardo R. Rosqueta presented and discussed the details of the **Bidding for the Supply and Delivery of Construction Tools and Materials for the Rehabilitation of Primary Electrical Lines at the Bataan Technology Park (BTP) in Morong, Bataan** by informing the prospective bidders of the following: (a) that only supply and delivery of the aforesaid materials are needed and the installation of these tools and materials will be handled by the BCDA by administration; (b) size of BTP which is 365 hectares; (c) the approved budget for the contract that is: **Five Million Nine Hundred Twenty-One Thousand Pesos and 00/100 (PhP5,921,000.00)**, inclusive of VAT, all transport/hauling cost and all applicable taxes and fees; and, (d) the delivery of the goods is required within thirty (30) calendar days from receipt of Purchase Order.

2.2 Ms. Almira S. Clarianes presented and discussed the matters relative to the checklist of requirements the prospective bidders shall prepare and submit to participate in the bid:

- a) **Tab A:** PhilGEPS Certificate of Registration under Platinum Membership. However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qual requirement.

Class "A" Documents:

- Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
- Copy of VALID Mayor's permit, if expired a copy of the expired Mayor's Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located

Copy of Valid Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

- b) **Tab B:** Notarized Omnibus Sworn Statement/Affidavit of the Prospective Bidder (of its background, affiliations, responsibilities as Bidder, authorizations, etc. Section IX, Bidding Forms)

- c) **Tab C:** Statement / List of ALL ON-GOING, and COMPLETED government and private contracts, similar in nature to the contract/project subject of the bidding at hand, within at least the past three (3) years (October 2015 to October 2018) using the following forms and support documents:
- (FORM SF-GOOD-13a) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
 - (FORM SF-GOOD-13b) Statement / List of at least one (1) COMPLETED government and/or private contracts (Section IX, Bidding Forms) similar in nature as the contract subject of bidding with a value of at least fifty percent (50%) of the Approved Budget for the Contract (ABC) supported with the following documents (in accordance to BDS Clause 5.4 of the BDS):
 1. Purchase Order or Contract; AND
 2. Certificate of Completion (COC) or Official Receipt (OR) of last payment received
- d) **Tab D:** Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 OR a Committed Line of Credit (CLC) from a Universal or Commercial Bank which must be at least equal to 10% of the ABC.
- e) **Tab E:** Bid Security. The bidder shall submit a Bid Securing Declaration, (use Section IX, Bidding Forms) OR any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC Php5,921,000.00 in accordance with the following schedule:

<u>Form of Bid Security</u>	<u>Amount of Bid Security</u> (Not Less than the required percentage of the ABC)
<u>A. Cash or cashier's/manager's check</u> issued by a Universal or Commercial Bank.	
<u>B. Bank draft/guarantee or irrevocable letter of credit</u> issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Two percent (2%) Php 118,420.00
<u>C. Surety bond</u> callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) Php 296,050.00

- f) **Tab F:** Conformity with Technical Specifications. Compliance Form duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII of the Bid Documents).
- g) **Tab G:** Conformity with Schedule of Requirements duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI of the Bid Documents).
- h) **Tab H:** Valid Joint Venture Agreement (JVA) in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid.

Additional documents for Joint Venture:

Further, each partner of the JV shall likewise submit the following requirements consistent with ITB Clause 12.1.(a)(i) and 12.1.(a)(ii):

- 12.1.(a)(i) Registration certificate from the Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for Cooperatives; and
- 12.1.(a)(ii) Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

Submission of the following documents consistent with ITB Clause 12.1.(a)(iii) to 12.1.(a)(v) by any of the joint venture partners constitute compliance:

- 12.1.(a)(iii) Statement of ongoing and completed government and/or private contracts within at least the past three (3) years following Tab C above;
- 12.1.(a)(iv) Audited Financial Statements for 2017, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; and
- 12.1.(a)(v) Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5.

If no JVA, kindly indicate NOT APPLICABLE or N/A.

- i) **Tab I:** Financial Proposal. Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative.

3. Questions from Bidders

- 3.1 **Question about the delivery place of the construction tools and materials:** Engr. Rosqueta answered that there is a particular site at the BTP where delivery of the tools and materials shall be made. Winning bidder shall be later informed of the exact location.

- 3.2 **Question as to when the deadline for the submission and opening of the eligibility requirements and financial proposal will be:** Deadline for submission is on 26 December 2018 at 2:00PM and the Opening of the bids is on the same day, 26 December 2018 at 3:00PM.

4. Clarifications from the BAC

- 4.1 The bidders should be registered with PHILGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as “ineligible”. *However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class “A” Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.*
- 4.2 The bidders are requested to use tabs in compiling their bid documents for quick and easy identification.
- All envelopes shall (ORIGINAL & COPY):
- contain the name of the contract to be bid in capital letters;
 - bear the name and address of the Bidder in capital letters;
 - be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1.;
 - bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with ITB Clause 21.
- 4.3 The bid documents can be accessed in the PHILGEPS and BCDA Websites.
- 4.4 The bid bulletin (if any) shall be posted in PHILGEPS and BCDA websites on or before 17 December 2018 (Monday). However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- 4.5 The bidders have to purchase the bid documents before they are allowed to submit their bids. They can still purchase the document until the day of submission.
- 4.6 The computation of the bid security shall be based on the Approved Budget Contract (ABC).
- 4.7 The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- 4.8 The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

5. Reminders from the BAC

- 5.1 BCDA adheres to the “No-Contact Rule”. All clarifications should be made in writing and addressed to the BAC-G Secretariat (Atty. Leah Anne R. Maligaya, bacgsecretariat@bcda.gov.ph). Deadline for the submission of clarification is on 14 December 2018 (Friday).
- 5.2 Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- 5.3 Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- 5.4 The **deadline for the submission of bids is on** Deadline for submission is on **26 December 2018 (Wednesday) at 2:00PM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 2:00PM of 26 December 2018 (Wednesday) shall not be accepted.**
- 5.5 Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.
- 5.6 **Bid opening shall be on 26 December 2018 (Wednesday) at 3:00PM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. However, the Bidders’ attendance during the Opening of Bids is not compulsory but it is advised that bidders will send their representative to assist the BAC and answer clarifications, if any.
- 5.7 Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder’s authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- 5.8 The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- 5.9 BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.

BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

There being no other matters to discuss relative to the **Bidding for the Supply and Delivery of Construction Tools and Materials for the Rehabilitation of Primary Electrical Lines at the Bataan Technology Park (BTP) in Morong, Bataan**, the Pre-bid Conference was adjourned at 3:35PM.

Prepared by:


ATTY. LEAH ANNE R. MALIGAYA
Head, BAC-G Secretariat

BIDS AND AWARDS COMMITTEE FOR GOODS


BGEN CARLOS F. QUITA (RET)
Chairperson


ATTY. MARIA SOLEDAD C. SAN PABLO
Vice Chairperson


SAMUEL JOHN L. VIDALLON
Member


ATTY. GISELA Z. KALALO
Member


CHRISTIAN PAOLO R. QUILLAMOR
Member