

**Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE
CONSULTANCY SERVICES FOR THE DETAILED ARCHITECTURAL AND
ENGINEERING DESIGN (DAED) FOR THE PROPOSED CONSTRUCTION OF THE
PHILIPPINE GENOME CENTER (PGC) FOR AGRICULTURE, FISHERIES AND
FORESTRY (PCG-AGRI) BUILDING FOR THE UPLB
BID REF. NO. GPG-B1-2018-208
29th June 2018 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 11:20 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – UPLB
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair (on leave)	
Christabelle P. Ebriega, Member	
Myra T. Alvarez, Member	
Mario M. Leygo, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the pre-bid conference for the Consultancy Service for the DAED for the proposed Construction of the UPLB. Afterwhich, Chair introduced the BAC and UPLB's TWG Representatives to the BAC, Dr. Maribel M. Zaporteza and Bernabeth Jo T. Tendero.
- Chair acknowledged the prospective bidders who have bought Bidding Documents:
 1. FL Hong Arch Association
 2. Arce-Bailon-Arce Architects.
- Chair informed that to be able to participate in this bid project, the prospective bidder must have completed within the last five (5) years a contract of similar nature equivalent to fifty percent (50%) of the ABC.

"Similar nature" contract shall mean "Detailed Architectural Design and Engineering".

- At the same time, this bid project is open to Filipino citizen/Sole Proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding stock belonging to citizens of the Philippines.
- Chair informed the Bidders that the Committee issued already a Bulletin even before the Pre-bid because the Committee wanted to be clear on the Criteria of Selection.

- Chair also reminded the Bidders that this is a Quality Based Evaluation (QBE). Although Financial Bid will be submitted on the same day as the Technical Documents the Financial Bid will only be opened after the Committee declared the highest rated consultant.
- Chair started to discuss the Two Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
 - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
 - **Sealing/Markings** The three sets of folders will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Eligibility Documents	Chair's Instructions
Annex-IIA Technical Proposal Submission Form	<ul style="list-style-type: none"> • The form is provided; • Bidder to fill up the blanks; • Have it signed by the authorized representative.
Annex-III Bid Security	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="padding-left: 40px;">a. <u>Bid Securing Declaration.</u></p> <p>Chair mentioned that a form is provided for in Annex IV.</p> <p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> b. <u>Cash or Manager's Check</u> issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. <u>A Bank Guaranty or Letter of Credit</u> issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. d. <u>Surety Bond</u> issued by a bonding company authorized by the Insurance Commission. Callable upon demand equivalent to at least by a local Commercial Bank.

	<p>In case Bidders will opt for a Surety Bond, The Bidder has to submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Chair advised the Bidders to specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5.</p> <p>The fourteen (14) grounds (is found in Sec. 3 sub section II ITB Clause 18.5).</p>
Terms of Reference and Technical Proposal Forms as follows:	Bidders must submit duly conformed/signed Terms of Reference and Technical Proposal Forms.
Annex II-B Notarized Affidavit of Undertaking for the Project's Terms of Reference (Sec. VI)	<p>Committee will be giving a copy of PDF file/CD of the entire project requirement.</p> <p>With respect to the form, Bidder to:</p> <ul style="list-style-type: none"> • Fill up all the information required; and • Have it signed by the authorized representative.
Annex II-C Consultant's Reference	<ul style="list-style-type: none"> • Bidder to fill up all the required data/information.
Annex II-D Recommendation of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be provided by the Procuring Entity.	<ul style="list-style-type: none"> • Bidders to put their comments/recommendation on the form.
Annex II-E Description of the Methodology and Work Plan for Performing the Project	<ul style="list-style-type: none"> • Bidders have to be detailed as possible on all the information required to be filled up. • Chair informed the bidders that this will be the basis for the rating of the consultant
Annex II-F Team Composition and Tasks	<ul style="list-style-type: none"> • Form is provided; • Fill up in accordance with the requirements in the form.
Annex II-G Curriculum Vitae (CV) for Proposed Professional Staff to be assigned to the project.	<ul style="list-style-type: none"> • Bidders to submit a Curriculum Vitae for Proposed Professional Staff to be assigned to the project. • The required experience of proposed professional staff are stated in the Terms of Reference (TOR). • Bidders shall state the total number of personnel to be assigned to the project. • Bidders to supply all the information called for in the Annex.
Annex II-H Time Schedule for Professional Personnel	<ul style="list-style-type: none"> • A form is again provided • Bidders must follow the format in giving the Time Schedule for Professional Personnel; • As well as fill up the blanks in the form.

<p>Annex II-I Activity (Work) Schedule</p>	<ul style="list-style-type: none"> • Bidders to fill up the Activity (Work) Schedule.
<p>Certificate of Site Inspection to be signed by UPLB's Authorized Representative</p>	<ul style="list-style-type: none"> • Bidders to submit the Certificate of Site Inspection; • The Certificate of Site Inspection must be issued by the Office of the Vice Chancellor for Planning and Development.
<p>Annex IV Certificate of Filing/Non-Filing of Cases</p>	<ul style="list-style-type: none"> • Bidders to fill in the Blanks • The Committee would like to know whether a Bidder has filed any case relative of any government procurement project. • Bidders to check the appropriate box, fill up the banks and have it signed by the authorized representative submit it Notarized. <p>Chair advised Bidders not to leave any blanks unfilled up.</p>
<p>Proof of Authority of the Designated Representative</p>	<p><u>For Sole Proprietorship if owner opts to designate representative/s – Duly Notarized Special Power of Attorney for Sole Proprietorship if owner to designate representative/s; or</u></p> <p><u>For Corporation, Cooperative, or the members of the Joint Venture – Duly Notarized Secretary's Certificate naming the designated representative/s of the company.</u></p> <p>Once again, Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate, and if one signature is missing, the submission is non-compliant and will fail.</p>
<p>Annex V Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidders to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: Name, Title and Specimen Signature must be</p>

	<p>filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and submitted notarized.</p>
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ENVELOPE 2: FINANCIAL PROPOSAL FORMS	Envelope 2 will contain the Financial Proposal Forms
Annex VI-A Financial Proposal Submission Forms	<ul style="list-style-type: none"> • Fill up the required information and signed.
Annex VI-A1 Detailed Financial Proposal	<ul style="list-style-type: none"> • Bidders will just have to indicate their total bid price, in figures and in words.
Annex VI-B Summary of Cost	<ul style="list-style-type: none"> • Fill-up completely the required information.
Annex VI-C Breakdown of Price per Activity	
Annex VI-D Breakdown of Remuneration per Activity	
Annex VI-E Reimbursable per Activity	
Annex VI-F Miscellaneous Expenses	

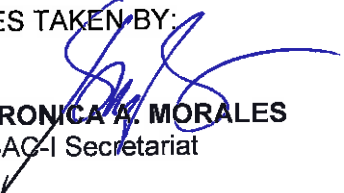
- Chair informed that there will be a Oral Presentation by the Bidders that will be scheduled after. This will give Bidders the chance to present their proposal in more detailed fashion.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	BAC Chair's Reply
Is there a chance that we can move the Bid Submission?	<p>We will issue a Bid Bulletin. But the submission of queries is until July 10, 2018. So I suggest you go over the requirements. The details where you can send your queries is found in page 56 of the Bidding Documents.</p> <p>All the answers will be posted in PhilGEPS.</p> <p>We will issue a Bulletin about the schedules of the Bid Opening and Oral presentation. And if you have any question please raise them soon so the Committee will</p>

	issue a Bulletin to answer them, because you only have till July 10, 2018 to raise your concerns.
When are we going to the Office of the Vice Chancellor?	
	Just make it July 4, 2018 (Wednesday) any time in the morning. And also wait for the CD of the entire project requirement with acknowledge receipt. Thank you very much.

Adjourned at 11:45 A.M.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
 Head, BAC-I Secretariat
 LMC

APPROVED BY:


ATTY. MA. VICTORIA C. MAGCASE
 Chairperson, BAC-I 



ATTENDANCE SHEET
PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2018-208)
 CONSULTANCY SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN (DAED) FOR THE PROPOSED CONSTRUCTION OF PHILIPPINE GENOME CENTER (PGC) FOR THE AGRICULTURE, FISHERIES AND FORESTRY (PGC-AGRI) BUILDING FOR THE UPLB
 29 June 2018, 11:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F (Chairperson)	
2) Atty. Ma. Gudelia C. Gusee	F (Vice Chairperson)	<i>on leave</i>
3) Christabelle P. Ebriega	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	
6) Mario M. Leygo	M (Alternate Member)	
7) Dr. Marish S. Madlangbayan	M (Provisional Member)	
8) Engr. Arnel M. Lacap	M (Alt. Prov. Member)	
9) John Benvers A. Malabanan	M (Alt. Prov. Member)	
End-Users		
1) Dr. Maribel M. Zaporteza	F (TWG Representative)	
2) Bernabeth Jo T. Tendero	F (TWG Representative)	<i>on leave</i>
3) Rebecca C. Torres	F (Admin. Officer V)	
4)		
5)		
6)		
7)		
Account Officer		
1) Katrina B. Alba	F	

Technical Working Group	Gender	Signature
1) Elena E. Romero	F (Team Coordinator)	
2) Maria Victoria S. Castillo	F (Member)	
3) Jacky C. Crispino	M (Member)	
4) Maria Eda I. Maringat	F (Member)	
5) Marilou C. Bernal	F (Member)	
6) Verna Liza DV. Maramot	F (Member)	<i>on leave</i>
7) Rhonell O. Bautista	M (Member)	
8) Kriss Ann S. Hizon	F (Member)	
9) Mary Ann M. Valencia	F (Member)	
10) Erika April Guycoa	F (Member)	
11) Katrina B. Alba	F (Member)	
Secretariat		
1) Ma Veronica A. Morales	F (Head)	
2) Jane C. Arcilla	F (Member)	
3) Ana DG. Asprec	F (Member)	
4) Ma Teresa S. Elima	F (Member)	
5) Mirasol S. Ninobla	F (Member)	
6) Ma. Irissa G. Ordillano	F (Member)	
Observers		
1)		
2)		

(COA)

Bids and Awards Committee (BAC 1)



PITC ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Bought Bid Docs)

Name of Project : CONSULTANCY SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN (DAED) FOR THE PROPOSED BUILDING FOR THE UPLB

Bid Reference No. : PGC-B1-2018-208

Time / Date & Venue : 29 JUNE 2018, 11:00 A.M., 5th Floor Conference Room, Philippine International Trading Corporation (PITC)

NDC Bldg. 116 Tordesillas Street Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

NO ID - NO ENTRY
For Company Personnel
♦ Valid Company ID with picture and signature
For Individuals (Not representing any Company)
♦ Any valid government-issued ID with picture and signature

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	RUBY TERESA DE VEN	F	FL Home Apeh + A888C 1033 Naldyogan Ave / QC	9218279	flnorsyua@yoda.vn		10:30	<i>[Signature]</i>

