

PITC

Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT
OF GEN. RICARTE SHRINE GROUNDS AND ATTENDANT PARKS
FOR THE PHILIPPINE VETERANS AFFAIRS OFFICE (PVAO)
Bid Reference No. MPG-B2-2019-442 2nd Rebid
5th Floor Conference Room, PITC – HO, NDC Building
08 October 2019; 2:00 pm

There having a quorum, Chair convened the meeting at 2:20 pm.

In attendance are:

FOR PITC BAC II
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
Joel S. Rodriguez, Member
David A. Inocencio, Member
PITC BAC II – TWG/Secretariat (pls. see attached attendance sheet)
PITC – Proponent MPG Manuel O. Elima, III

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply of Labor and Materials for the Repair and Improvement of Gen. Ricarte Shrine Grounds and Attendant Parks for the PVAO. After which, Chair acknowledged the presence of the BAC Members
- Chair discussed the items in the Invitation to Bid, which include among others the following:
 - To be able to participate in this procurement project, they should have completed at least one (1) single contract similar to the Project amounting to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index.
 - For purposes of this project, "similar contract" shall refer to contract involving construction or renovation of buildings
 - However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- The Chair explained that the first part of the Bidding Documents is the Instructions to Bidders, which bidder may review at their own free time. The BAC will discuss the documents which bidders need to submit on the scheduled Bid Opening.
- Chair discussed the two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will contain the financial documents, Chair emphasized that all documents must be in three (3) sets (Original, duplicate & triplicate). The three (3) sets of each documents must be placed in a single envelope, labeled as Eligibility & Technical (Envelope 1) and Financial Documents (Envelope 2). These envelopes shall be placed in a master envelope, which will be sealed and marked in accordance with the instructions stated in the Bidding Documents. TWG showed a sample of a properly labeled bid documents.
- Chair discussed the required Documents, as follows:

ELIGIBILITY DOCUMENTS

Class "A" Eligibility Requirements	Chair's Instructions
Registration Certificate from the Securities & Exchange Commission (SEC) for corporations, or from Department of Trade & Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.	
Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas.	Bidders must submit 2019 Mayor's Permit
Valid & Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018 reviewed & approved by the BIR.	PITC will not accept any other document/s in lieu of the valid and current Tax Clearance.
Copy of each of the following Audited Financial Statements for 2017 and 2018 (in comparative format or separate reports): a) Independent Auditor's Report; b) Balance Sheet (Statement of Financial Position); and c) Income Statement (Statement of Comprehensive Income)	All documents must have stamped "received" by the BIR or its duly authorized and accredited institutions.
OR Submission of valid & current PhilGEPs Certificate of Registration & Membership (Platinum Registration) together with Annex A in lieu of items (i), (ii), (iii) and (iv).	If bidder opts to submit PhilGEPs Certificate of Platinum Registration, they must ensure that all documents are updated/current. Otherwise, bidder has to attach the updated documents.
Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not in nature & complexity to the contract to be bid (Annex I).	Bidder to follow the format in Annex I. Bidder may use additional sheet/s but ensure that the authorized representative signs at the bottom of each page.
Statement Single Largest Completed Contract similar to the contract to be bid equivalent to at least fifty percent (50%) of the total ABC of the project (Annex I-A) Similar contract shall mean "Construction of Buildings and or Vertical Structures" However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB	<ul style="list-style-type: none"> • Bidder to follow the form provided. • Bidder to attach any of the following documents which correspond to the listed Single largest completed contracts per Annex I-A: <ul style="list-style-type: none"> a) Constructor's Performance Evaluation System (CPES)-Final Rating which must be Satisfactory; OR b) Owner's Certificate of Acceptance; OR c) Owner's Certificate of Completion <p>Chair emphasized that if the form has no attachment, the submission will be declared as "failed".</p>
Valid and current Philippine Contractors Accreditation Board (PCAB) license with Classification/Category in General Building/General Engineering with Minimum Size Range of Small B and Minimum License Category of C & D	<ul style="list-style-type: none"> • The PCAB License must indicate "PCAB registered contractor for Government Projects" • Bidder must ensure that PCAB license is signed by the owner/authorized officer of their company.
Duly signed Certificate of Net Financial Contracting Capacity (NFCC) (Annex II) in accordance with ITB Clause 5.5	<ul style="list-style-type: none"> • The Bidder to use the form provided • Chair mentioned that the Formula for the NFCC is already provided. • Chair emphasized that the NFCC should be equal to or higher than the ABC. • The form must be signed by the authorized representative.

- Chair mentioned that since bidder will not enter into a Joint Venture, Chair did not discuss the details.

TECHNICAL DOCUMENTS

Technical Requirements	Chair's Instructions
<p>Bid Security in any of the following forms:</p> <p>(a) Bid Securing Declaration per Annex III;</p> <p>(b) Cash or Cashier's or Manager's Check equivalent to at least 2% of the ABC</p> <p>(c) Bank Guarantee/ Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>(d) Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p>	<p>(a) Bid Securing Declaration</p> <ul style="list-style-type: none"> - The form is provided for as Annex III; - Signed by Bidder's Authorized representative and notarized. <p>Chair emphasized that Bidder may scan the form in their letterhead to ensure that all data are captured. Use the form in the bidding documents, do not use old form nor forms from other government biddings.</p> <p>The other forms of Bid Security are for the following, there must be separate Bid Security per Lot if Bidder is Bidding for more than one lot.</p> <p>(b) The Cashier's/Manager's Check shall be issued by a local Universal or Commercial Bank;</p> <p>(c) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank; OR</p> <p>(d) In case Bidders will opt for a Surety Bond as Bid Security, they must take note of the following:</p> <ol style="list-style-type: none"> 1) The surety bond must specify the 14 grounds for forfeiture of bid security as stated in Section II, ITC Clause 18.5; 2) The bond must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond; 3) Bidder must submit together with the surety bond a copy of a valid Certification from Insurance Commission which must state that the surety or insurance company is specifically authorized to issue surety bonds; AND 4) The bond must be callable upon demand.
<p>Annex IV Technical Bid Form</p>	<ul style="list-style-type: none"> • Chair stressed that the Bidder has to use the form in the Bidding Documents. They were advised not to re-type the form; • Bidder to write "comply" on each line item; • Authorized representative to sign all pages of the technical bid form.
<p>Annex IV-A Scope of Works for the Repair and Improvement of Gen. Ricarte Shrine Grounds and Attendant Parks</p>	<ul style="list-style-type: none"> • Bidder's Authorized Representative/s to sign the "conforme" box provided on all pages.
<p>Annex V Notarized Affidavit of Undertaking for the Project's Technical Specifications and its Drawings/Plans</p>	

<p>Project Requirements, which shall include the following:</p> <ol style="list-style-type: none"> 1) Organizational chart for the contract to be bid; 2) List of contractor's personnel (viz, Project Manager, Project Engineer, Materials Engineer, and Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data (Bio-Data per Annex VI); and 3) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project. 4) Additional documents to include: <ol style="list-style-type: none"> a) Construction Methods b) Construction Schedule (in Gantt Chart or any format) c) Manpower Schedule (in Gantt Chart or any format) d) Equipment Utilization Schedule (in Gantt Chart or any format) 	
<p>Certificate of Site Inspection issued by the Building Facilities and Management Section</p>	<p>Chair stated that bidders can use the photocopy of the Certificate of Site Inspection which was submitted from the previous bidding that will be subjected to Bid Evaluation.</p>
<p>Certificate of Performance Evaluation (CPE) (Annex VII) with a rating of at least Satisfactory issued by the Single Largest Completed Contract Client of the bidder per Annex I-A.</p>	<p>The Certification must be in the client's letterhead and duly signed by the client.</p>
<p>Proof of Authority of the designated representative/s:</p> <ol style="list-style-type: none"> 1. Duly notarized Special Power of Attorney – For sole proprietorship if owner opts to designate a representative/s; OR 2. Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture 	<p>If there are more than one authorized representatives, bidders were advised to use the words "OR" or "ANY" of the following as authorized representatives. Otherwise, BAC will look for the signatures of all listed representatives.</p>
<p>Annex VII Omnibus Sworn Statements using the prescribed form</p>	<ul style="list-style-type: none"> • Chair suggested to scan/photocopy the form provided to avoid omissions. • All blanks must be filled-up, appropriate boxes must be ticked-off. • The Form should be signed by the bidder's authorized representative. • Document must be notarized.
<p>Financial Documents</p>	<p>Chair's Instructions</p>
<p>(a) Financial Bid Form – Annex IX (b) Bill of Quantities – Annex IX-A (c) Unit Cost Analysis per Annex IX-F (Sample Format Only)</p>	<ul style="list-style-type: none"> • Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form which should not exceed the ABC per work item. • Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0". • The Total amount must jibe with the amount in the Financial Bid Form. • Forms to be signed by the bidder's authorized representative. • Items not included in the detailed BOQ, may be included under Miscellaneous items

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Can we use the Certificate of Site Inspection we use from the previous bidding?	
	Yes, but if the form contains the previous Bid Reference Number then you cannot use it because the new Bid Reference No. is MPG-B2-2019-442 2nd Rebid.
In the BOQ, the unit of the Tile Works - Floor Tiles and Wall Tiles is Kg, should it be pieces?	
	Okay sir, the Committee will issue a Bid Bulletin to clarify that and if we are going to change any of the forms please use the revise forms do not just correct the form.
	You may still raise concerns until October 11, and our reply will be in the form of Bid Bulletin which will be posted in PhilGEPS and PITC website.
	Thank you and review your documents well.

OTHER MATTERS

- Bidders may write the BAC for concerns/queries until **11 October 2019 (Friday, 4:00pm)**. BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website (www.pitc.gov.ph).

Request for clarifications may be sent to:

Chair – Bid and Awards Committee II
 Philippine International Trading Corporation
 5/F NDC Bldg, 116 Tordesillas St, Salcedo Village, Makati City
 Email: bacsecretariat@pitc.gov.ph
 Fax No.: 892-1261

- The Submission and Opening of Bids is scheduled on **22 October 2019 (Tuesday, 3:00 PM)**.

ADJOURNMENT

- The pre-bid conference was adjourned at 2:50 pm.

MINUTES TAKEN BY:

Irissa G. Ordillano

MA. IRISSA G. ORDILLANO
 BAC Secretariat
 LMC

APPROVED BY:

Christabelle P. Ebriega
CHRISTABELLE P. EBRIEGA
 BAC-II, Chairperson



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B2-2019-442) 2nd Rebid

(Previous Bid Ref. No. MPG-B2-2019-144 & MPG-B2-2019-314 Rebid)

Supply of Labor & Materials for the Repair and Improvement of Gen. Ricarte Shrine Grounds and Attendant Parks

for the **Philippine Veterans Affairs Office (PVAO)**

08 October 2019, 2:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) 2. MILITARY PROCUREMENT GROUP PROJECT

Regular Members		Gender	Signature	Technical Working Group		Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)		1) Ma. Cristina Rosa V. Bautista	F	(Team Coordinator)	
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson)		2) Manuel O. Elima, III	M	(Member)	
3) Myra Chittella T. Alvarez	F	(Member)		3) Pio B. Bellosillo	M	(Member)	
4) Joel S. Rodriguez	M	(Member)		4) Suzanne M. Marticio	F	(Member)	
5) David A. Inocencio	M	(Member)		5) Franklin D. Iglesias	M	(Member)	
6) Vivian E. Monsanto	F	(Alternate Member 1)					
7) Atty. Mitzel Arthur R. Magdaong	M	(Alternate Member 2)					
8) Jaylord Aquino	M	(Provisional Member)					
End-Users				Secretariat			
1) Engr. Valerico C. Lim, III	M			1) Irene G. Alayon	F	(Head)	
2) Romel B. Dig	M			2) Jane C. Arcilla	F	(Member)	
3)				3) Ludy T. Concepcion	F	(Member)	
4)				4) Lodivina V. Reyes	F	(Member)	
5)				5) Ma. Teresa SA. Elima	F	(Member)	
6)				6) Ma. Irissa G. Ordillano	F	(Member)	
Account Officers				Observers			
1) Manuel O. Elima, III	M			1)			
2)				2)			

