

PTC
 Philippine International Trading Corporation
 BIDS & AWARDS COMMITTEE II

**MINUTES OF THE PRE-BID CONFERENCE
 SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND REHABILITATION OF
 DWDD BUILDING FOR THE CIVIL RELATIONS SERVICE, AFP (CRSAFP) - ONE (1) LOT**
 Bid Reference No. MPG-B2-2019-466 Rebid
 5th Floor Conference Room, PITC – HO, NDC Building
 12 November 2019; 9:00 am

There having a quorum, Vice-Chair convened the meeting at 9:20 am.

In attendance are:

FOR PITC BAC II
Myra Chitella T. Alvarez, Alternate Vice-Chair
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
Vivian E. Monsanto, Alternate Member
PITC BAC II – TWG/Secretariat (pls. see attached attendance sheet)
PITC – Proponent MPPG Manuel O. Elima, III

FOR PROPONENT – CRSAFP
BIDDERS:
1) RA Moya Construction and Trading Corporation
2) Treadstone Construct and Building Materials Supply Specialist Inc.
3) J2M Builders

HIGHLIGHTS OF PROCEEDINGS:

- For the record, Alternate Vice-Chair M. Alvarez presides the Pre-bid Conference.
- Vice-Chair welcomed everyone to the pre-bid conference Supply of Labor and Materials for the Repair and Rehabilitation of DWDD Building for the Civil Relations Service, AFP (CRSAFP) - One (1) Lot. After which, Vice-chair acknowledged the presence of the BAC Members and the Philippine Army representatives.
- Vice-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 contracts 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.
 - Vice-Chair informed the Bidders that the Committee will issue a Bid Bulletin under **Annex I-B** for the Additional Requirement for Contractors under Small A and Small B categories without similar experience on the contract to be bid. Provided, Bidder must submit a duly notarized Affidavit that it has no similar experience on the Contract being bid.
- The Vice-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.
- Vice-Chair discussed the two envelope system wherein **Envelope 1** will contain the eligibility and technical ill documents and **Envelope 2** will contain the financial documents. Vice-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.

- Vice-Chair discussed the required Documents, as follows:

ELIGIBILITY DOCUMENTS

Class "A" Eligibility Requirements	Vice-Chair's Instructions
<p>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.</p>	<p>Bidders must submit 2019 Mayor's Permit</p>
<p>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.</p>	<p>PITC will not accept any other document/s in lieu of the valid and current Tax Clearance</p>
<p>Valid & Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018 reviewed & approved by the BIR.</p>	<p>All documents must have stamped "received" by the BIR or its duly authorized and accredited institutions</p>
<p>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)</p>	<p>If bidder opts to submit PhilGEPs Certificate of Registration, they must ensure that all documents are updated/current. Otherwise, bidder has to attach the updated documents</p>
<p>OR Submission of valid & current PhilGEPs Certificate of Registration & Membership (Platinum Registrar), together with Annex A in lieu of items (i), (ii), (iii) and (iv).</p>	<p>Bidder to follow the format in Annex I. Bidder may use additional sheets/ but ensure that the authorized representative signs at the bottom of each page.</p>
<p>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 J).</p>	<p>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: 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>
<p>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)</p>	<p>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.</p>
<p>Similar contracts shall refer to contracts involving construction or renovation of buildings.</p>	<p>Vice-Chair emphasized that if the form has no attachment, the submission will be declared as "failed"</p>
<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.</p>	<p>• 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.</p>
<p>Annex II Duly signed Certificate of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5</p>	<p>• The Bidder to use the form provided • Vice-Chair mentioned that the Formula for the NFCC is already provided. • Vice-Chair emphasized that the NFCC should be equal to or higher than the ABC. • The form must be signed by the authorized representative.</p>

Class "B" Eligibility Requirements	Vice-Chair's Instructions
Joint Venture Agreement (JVA)	<p>Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence;</p> <p>If not submission will be a copy of Protocol/ Undertaking of Agreement to enter into Joint Venture signed by 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.</p> <p>Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].</p> <p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas. 3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 4. 2018 and 2017 Audited Financial Statements comprising of Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.
For Local JV Partner	<p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas. 3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 4. 2018 and 2017 Audited Financial Statements comprising of Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.
For Foreign JV Partner	<ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 3. Corporate Financial Statement or Annual Report for 2018 or 2017.
PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p> <p>Vice-Chair reminded the Bidders that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For the rest of the Eligibility and Technical Documents, any of the JV partners can submit and it will be considered as collective compliance, i.e.</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NECC or CLC.

TECHNICAL DOCUMENTS

Technical Requirements	Vice-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>Vice-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:</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"> • Vice-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 Rehabilitation of DWDD Building</p> <p>Annex IV-E Scope of Works: Construction of Clubhouse</p> <p>Annex V Notarized Affidavit of Undertaking for the Project's Technical Specifications and its Drawings/Plans</p>	<ul style="list-style-type: none"> • Bidder's Authorized Representative/s to sign the "conforme" box provided on all pages.

<p>Project Requirements, which shall include the following:</p> <p>Certificate of Site Inspection issued by the OC4, CRSAFP</p> <p>Annex VII Certificate of Performance Evaluation (CPE) with a rating of at least Satisfactory issued by the Single Largest Completed Contract Client of the bidder per Annex I-A.</p> <p>Proof of Authority of the designated representative/s:</p> <p>1. Duly notarized Special Power of Attorney – For sole proprietorship if owner opts to designate a representative/s; OR</p> <p>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> <p>Annex VIII Omnibus Sworn Statements using the prescribed form</p>	<p>1) Organizational Chart for the contract to be bid.</p> <p>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):</p> <p>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; and</p> <p>4) Additional documents to include:</p> <p>a) Construction Methods</p> <p>b) Construction Schedule (in Gantt Chart or any format)</p> <p>c) Manpower Schedule (in Gantt Chart or any format)</p> <p>d) Equipment Utilization Schedule (in Gantt Chart or any format)</p> <p>Contact Person for Site Inspection: SSGT. Santillana Contact No: 0977-342-8024</p> <p>The Certification must be in the client's letterhead and duly signed by the client.</p> <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>Financial Documents</p> <p>(a) Completed and signed Financial Bid Form – Annex IX</p> <p>(b) Bill of Quantities – Annex IX-A</p> <p>(c) Unit Cost Analysis – Annex IX-B (Sample Format Only)</p>	<p>Vice-Chair's Instructions</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 <p>• Vice-Chair suggested to scan/photocopy the form provided to avoid omissions.</p> <p>• All blanks must be filled-up, appropriate boxes must be ticked-off.</p> <p>• The Form should be signed by the bidder's authorized representative.</p> <p>• Document must be notarized.</p>

OTHER MATTERS

- Bidders may write the BAC for concerns/queries until **18 November 2019 (Monday, 4:00pm)**. BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website (www.dic.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: bac2secretariat@pic.gov.ph
Fax No.: 8892-1261
- The Submission and Opening of Bids is scheduled on **29 November 2019 (Friday, 2:00 AM)**.

ADJOURNMENT

- The pre-bid conference was adjourned at 4:55 pm.

MINUTES TAKEN BY:

for Ordillano
M.A. IRISSA G. ORDILLANO
BAC-II, Secretariat
LMC

APPROVED BY:


MYRA CHUDOB A T. ALVAREZ
BAC-II, Alternate Vice-Chair



ATTENDANCE SHEET
PRE-BID CONFERENCE (Bid Ref. No. MPG-B2-2019-466) Rebid
 (Previous Bid Ref. No. MPG-B2-2019-255)

Supply of Labor & Materials for the Repair and Rehabilitation of DWDD Building for the Civil Relations Service, AFP (CRSAFP) - One (1) Lot
 12 November 2019, 9:00 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) 2 - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriga	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 Chitella T. Alvarez	F	(Alternate Vice Chair)	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. Mitzell Arthur R. Magdaong	M	(Alternate Member 2)			
8) Col Peter Paul D Domingo PA (GSC)	M	(Provisional Member)			
End-Users			Secretariat		
1) Irene G. Alayon	F	(Head)	1) Irene G. Alayon	F	(Head)
2) Jane C. Arcilla	F	(Member)	2) Jane C. Arcilla	F	(Member)
3) Ludy T. Concepcion	F	(Member)	3) Ludy T. Concepcion	F	(Member)
4) Lodivina V. Reyes	F	(Member)	4) Lodivina V. Reyes	F	(Member)
5) Ma. Teresa SA. Elima	F	(Member)	5) Ma. Teresa SA. Elima	F	(Member)
6) Ma. Iriessa G. Ordillano	F	(Member)	6) Ma. Iriessa G. Ordillano	F	(Member)
7) Ana DG. Asprec	F	(Member)	7) Ana DG. Asprec	F	(Member)
Account Officers			Observers		
1) Manuel O. Elima, III	M				
2)					



Bids and Awards Committee 2 (BAC 2)

PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Supply of Labor & Materials for the Repair and Rehabilitation of DWD Building for the Civil Relations Service AFP (CRSAFP) - One (1) Lot

: MPG-B2-2019-466 Rebid

Name of Project

Bid Reference No.

Time / Date & Venue

: 12 November 2019, 9:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

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

NO ID - NO ENTRY

For Company Personnel

- Valid Company ID with picture and signature
- Any valid government-issued ID with picture and

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	CATEGORY NO./S	TIME-IN	BIDDER'S SIGNATURE
1	MARIANO RESURRECCION	MALE	RA MOYA CONSTRUCTION AND TRADING CORPORATION 57 Josefa Ave North Euzana Exec Vill, Dil. Q.C. 0916110916 @ yahoo.com		marion.resurreccion@yahoo.com		9:10	<i>[Signature]</i>
2	JOHN MARION M. RESURRECCION	MALE	RA MOYA CONSTRUCTION AND TRADING CORPORATION 57 Josefa Ave. North Euzana - Exec Vill, Dil. Q.C. 09364339416 @ yahoo.com		marion.resurreccion@yahoo.com		9:12	<i>[Signature]</i>
3	MARCELO MENDOZA JR.		THE EASTWAVE CONSULT AND ENGINEERING SPECIALISTS INC. 4289 BARRY CAMPUS DRIVE, MARIKINA CITY 54 YANUIT ST.	0926953402	mar_mendoza@yahoo.com		9:11	<i>[Signature]</i>
4	ROSE A. PEKEZ	F	J2M BILL PERKS WILSON ST, EAST FAIRVIEW GREEN CITY	463-7993	j2mbuilder@gmail.com		9:17	<i>[Signature]</i>