

PITC

Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE II

MINUTES OF THE PRE-NEGO CONFERENCE VIA ZOOM VIDEO CONFERENCE
RENOVATION OF VARIOUS LABORATORIES AND TRAINING FACILITIES OF THE UNIVERSITY OF THE
PHILIPPINES LOS BAÑOS – COLLEGE OF VETERINARY MEDICINE (UPLB – CVM)

Bid Reference No. GPG-B2-2020-521 Nego

(Previous Bid Reference Nos. GPG-B2-2019-301, GPG-B2-2019-485 Rebid, GPG-B2-2020-272 2nd Rebid)
5th Floor Conference Room, PITC – HO, NDC Building

28 October 2020

There having a quorum, Chair convened the meeting at 9:30am

In attendance are:

FOR PITC BAC II (via ZOOM)
Atty. Mark Brian A. Dela Cruz, Chairperson
Christabelle P. Ebriega, Vice-Chair
Myra T. Alvarez, Member
Atty. Mitzell Arthur R. Magdaong, Member
Joel S. Rodriguez, Member
Atty Roxanne Marie Q. Cruz, Alternate Member
PITC BAC II – TWG/Secretariat (pls. see attached attendance sheet)
PITC – Proponent GPG Fe Irene

FOR PROPONENT – UPLB CVM (via ZOOM)
John Reymark C. Garcia, Provisional Member
Arch. William Jeffrey Rañola, TWG Rep.
Kelly Torres
Bidders:
1) Trilex Builders and Construction Supply, Inc. - Cyril Ganea
2) Square Cube Construction – Severino Tagorda
3) Parametric Engineering and Construction – Michael Padre Juan
4) SC Megaworld Aren Moises - Aren B. Moises and Marc De Mesa

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-nego conference for the Renovation of Various Laboratories and Training Facilities of the University of the Philippines Los Baños – College of Veterinary Medicine (UPLB – CVM). After which, Chair acknowledged the presence of the BAC Members and End-users representatives from UPLB-CVM via ZOOM.
- Chair also acknowledged the presence of the prospective bidders attending the pre-nego conference via ZOOM.
- 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 a single contract similar to the project, equivalent to at least fifty percent (50%) of the ABC of the lot being bid for adjusted to current prices using the National Statistics Office consumer price index.
For purposes of this project, similar contracts shall refer to contracts involving **construction/renovation of laboratory/hospital facilities.**
 - At the same time, the bid project is open to Contractors with valid and current Philippine Contractors Accreditation Board (PCAB) License with Classification/Category in General Building/General Engineering with Minimum License Category of C or D and Minimum Size Range "Small B", to bid for the Renovation of Various Laboratories and Training Facilities (hereinafter referred to as the "WORKS"). The PCAB license must indicate "PCAB registered contractor for Government Projects.
 - Bidding is open to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
 - **Completion Period** for the Renovation of Various Laboratories and Training Facilities of the University of the Philippines Los Baños – College of Veterinary Medicine (UPLB-CVM) is within Two Hundred Forty (240) calendar days from receipt of the Notice of Site Possession.

Project Site: College of Veterinary Medicine (CVM), University of the Philippines Los Baños, Laguna.

- Chair started to discuss the 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 two envelopes 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.

ELIGIBILITY COMPONENTS

Class "A" Eligibility Requirements	Chair's Instructions
SEC/DTI Registration Certificate	<ul style="list-style-type: none"> • For Corporation, submission will be the SEC Registration Certificate. • For the Sole Proprietorship a copy of valid and current DTI business registration; and • For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)
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.	<p>Bidders must submit 2020 Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidders has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the bidders that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> a) Independent Auditor's Report b) Balance Sheet (Statement of Financial Position); and c) Income Statement (Statement of Comprehensive Income). <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the valid and current one.</p> <p>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p>Annex I 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</p>	<ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page
<p>Annex I-A Statement of Single Largest Completed Contract of Similar to the project to be bid equivalent to at least fifty percent (50%) of the total ABC of the project being bid (Annex I-A).</p> <p>For purposes of this project, similar contracts shall refer to contracts involving construction/renovation of laboratory/hospital facilities.</p>	<ul style="list-style-type: none"> • Bidders to follow the form provided. • Bidders 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>
<p>Valid and current Philippine Contractors Accreditation Board (PCAB) License with Classification/Category in General Building/General Engineering with Minimum License Category of C or D and Minimum Size Range "Small B."</p> <p>The PCAB license must indicate "PCAB registered contractor for Government Projects."</p>	<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.
<p>Annex II Duly signed Certificate of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5</p>	<ul style="list-style-type: none"> • A form is provided for as Annex II; • Chair mentioned that the Formula for the NFCC is already provided. The detailed computation using the required formula must be shown as provided for in Annex II; • Chair emphasized that the NFCC, computation must be at least equal to the ABC of the project/s. • The form must be signed by the authorized representative.
<p>CLASS "B" DOCUMENTS For Joint Venture</p>	<p>Since prospective Bidders expressed that they will not bid as a Joint Venture, Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in the Bidding Documents [(B) Preparation of Documents for Negotiation (B.2.), (b)] pages 13 to 14 of the Bidding Documents.</p>

TECHNICAL DOCUMENTS

Technical Components	Chair's Instructions
<p>Annex III Duly signed and completed Technical Proposal Form</p>	<p>As the form was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Chair stressed that the Bidders has to use the form in the Bidding Documents. They were advised not to re-type the form; • Bidders to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • Bidders to specify the Brand and Model no. of the following equipment being offered: <ol style="list-style-type: none"> 1) For Item no. 1: Virology Laboratory <ul style="list-style-type: none"> - FCU/ACCU 1/0.75TR Wall Mounted Inverter Type; - FCU/ACCU 2/1.00 TR Wall Mounted Inverter Type; - FCU/ACCU 3/1.50 TR Wall Mounted Inverter Type; - FCU/ACCU 4/2.00 TR Wall Mounted Inverter Type; 2) For Item no. 2: Pathology Laboratory <ul style="list-style-type: none"> - FCU/ACCU 1/2.00TR Wall Mounted Inverter Type 3) For Item no. 3: Pharmacology Laboratory <ul style="list-style-type: none"> - FCU/ACCU 1/2.00TR Wall Mounted Inverter Type; - FCU/ACCU 1/0.75TR Ceiling Cassette Inverter Type; - FCU/ACCU 2/3.00TR Ceiling Cassette Inverter Type; 4) For Item no. 4: Antibody Production Facility <ul style="list-style-type: none"> - FCU/ACCU 1/1.00TR Wall Mounted Inverter Type; - FCU/ACCU 2/1.50TR Wall Mounted Inverter Type; - FCU/ACCU 3/2.00TR Wall Mounted Inverter Type; - FCU/ACCU 1/1.00TR Ceiling Concealed Ducted Standard Non Inverter • Authorized representative to sign all five (5) pages of the technical bid form. <p>Chair reminded the Bidder that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
<p>Annex III-A Notarized Affidavit of Undertaking attached as Annex III-A for the Project's Summary Specifications, Technical Specifications, Technical Plans and Drawings as contained in the CD</p>	<ul style="list-style-type: none"> • Transpose the form in Bidder's Company Letterhead; • Provide all the required information called for; • Signed by the Bidder's Authorized Representative and notarization is required.
<p>Project Requirements of the project 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 to be assigned to the contract to be bid, with their complete qualification and experience data. Please use template of Bio-Data per Annex IV; and <p>Required personnel:</p> <ol style="list-style-type: none"> (a) Licensed Architect with minimum five (5) years experience in General Building (b) Licensed Civil Engineer with minimum five (5) years experience in General Building (c) Professional Electrical Engineer with minimum five (5) years experience in General Building (d) Licensed Sanitary Engineer with minimum five (5) years experience in General Building (e) Professional Mechanical Engineer with minimum five (5) years experience in General Building (f) Construction and Safety Health Officer with minimum five (5) years experience in General Building

	<p>3) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership and/or certification of availability of equipment from the equipment lessor/vendor for the duration of the project; Required equipment:</p> <ul style="list-style-type: none"> a) Hydro pressure Testing Equipment b) Concrete Mixer c) Jackhammer d) Bar Cutter e) Welding f) Demolition Hammer g) Metal Scaffolding h) Fusion Welder h) Various Hand & Power Tools Machine i) Stand-by Genset <p>4) Additional documents to include:</p> <ul style="list-style-type: none"> a) Construction Method b) Construction Schedule – (In S-Curve and PERT/CPM) c) Manpower Schedule - (In Gantt Chart) d) Equipment Utilization Schedule - (In Gantt Chart)
<p>Annex V Certificate of Site Inspection</p>	<p>A form is provided for as Annex V, Bidders may use the form and fill up all the required information.</p> <p>CONTACT PERSON FOR SITE INSPECTION: Name: Saubel Ezrael A. Salamat Contact Number: 0917-553-0206 Time of Inspection: Mondays to Fridays (8:00am to 5:00pm)</p> <p>Project Site: Veterinary Pathology Resource Facility, Archibald R. Ward St., College of Veterinary Medicine, University of the Philippines Los Baños</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex VI; • the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s; • The rating should be at least SATISFACTORY; AND • Provide all the information called for and the form must be signed by the Single Largest Completed Contract as identified in Annex I-A.
<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>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>	<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: <u>Name, Title and Specimen Signature</u> must be 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 notarized.</p>
Financial Component	Chair's Instructions
<p>(a) Financial Proposal Form per Annex VIII (1 page)</p> <p>(b) Bill of Quantities For Item no. 1 - Annex VIII-A (35 pages) For Item no. 2 - Annex VIII-B (27 pages) For Item no. 3 - Annex VIII-C (27 pages) For Item no. 4 - Annex VIII-D (34 pages) For Item no. 5 - Annex VIII-E (25 pages) For Item no. 6 - Annex VIII-F (32 pages) For Item no. 7 - Annex VIII-G (37 pages)</p> <p>(c) Unit Cost Analysis per Annex VIII-H (Sample Format Only)</p> <p>Including digital copy stored in the Universal Serial Bus (USB) flash drive in the excel file</p>	<p>As the form was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Bidder has to indicate the bid price per item both in figures and in words in the Financial Proposal Form which should not exceed the ABC; • 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.

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

Bidder's Query	Committee's Reply
SC Megaworld: the previous bidders need to buy Bidding Documents again?	Vice-Chair: No, you need not pay for the Bidding Documents. On page 5 of the Invitation to Bid, Bidders who have participated in any of the last three (3) previous bidding can secure the Invitation for Negotiation and Negotiation Documents upon presentation of original copy of Official Receipt. However, for other Bidders who are participating for the first time, you have to pay for the cost of the Bidding Documents.
Proposal should not be more than the ABC?	Chair: Yes sir, the financial proposal cannot be more than the ABC.
When can we conduct site inspection?	You may contact Mr. Ezra Salamat, and you may visit the site Mondays to Fridays (8:00am to 5:00pm). We encourage you to inspect before the deadline for asking queries, because there might be some things that you might want to raise to the BAC. So, please inspect before deadline for asking questions.
Regarding CPES, can we make it general certificate as we participate in other PITC project?	Vice-Chair: BAC Chair if I may, the difference of the Negotiated and Regular Bidding is we no longer require Bid Security, and your Financial Proposal is not yet final, that's when the negotiation will come in. if you are declared as the Single/Lowest Calculated Bidder then we will conduct negotiations on your financial offer.

	<p>Vice-Chair: One of the requirements to participate in government bidding is you should have completed a single contract equivalent to at least 50% of the ABC for this particular project. you have to submit the Annex I-A and to that form you also have to submit proof that you have completed the contract, the acceptable documents are (a) CPES with a final rating of at least Satisfactory, or (b) Owner's Certificate of Acceptance, or (c) Owner's Certificate of Completion.</p> <p>In other words, it cannot be any another contract, it has to relate to the Single Largest Completed Contract that you identified in Annex I-A.</p>
	<p>Chair: If you have no other questions, you may send your queries and clarification thru email on or before November 6 and kindly address your letter to the Chair.</p>
	<p>Thank you for your presence and participation for today's pre-nego conference.</p>

OTHER MATTERS:

- Chair reminded the bidders
- Bidders may write the BAC for concerns/queries until **06 November 2020 (Friday)**. 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 – Bids and Awards Committee II
 Philippine International Trading Corporation
 5/F NDC Bldg, 116 Tordesillas St, Salcedo Village, Makati City
 Email: procurement@pitc.gov.ph

Contact Person:
 Ms. Irene G. Alayon
 Head – BAC II Secretariat
 Tel. 8818-9801 local 310

Note: Maximum size of email with attachment is six (6) MB only.

- The Submission of Proposals is scheduled on **17 November 2020 (Tuesday, 4:00 PM)**.

ADJOURNMENT

- The pre-bid conference was adjourned at 11:05am.

MINUTES TAKEN BY:


 MA. IRISSA ORDILLANO
 BAC Secretariat
 LMC

APPROVED BY:

 ATTY. MARK BRIAN A. DELA CRUZ
 BAC-II, Chairperson