



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Friday, 17 August 2018	2:00 PM	PS, Meeting Room 2
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MEETING CALLED BY	Procurement Division VIII (PD VIII)
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Procurement of Consulting Services for the Structural Investigation and Detailed Engineering for the Rehabilitation of the Existing Mabini, Bonifacio Dorm D & E, and Amphitheater Buildings for the Department of Education
REFERENCE NO.	Public Bidding No. 18-183-8
ATTENDEES	Bids and Awards Committee VIII Mr. Joseph P. Balagatas Vice-Chairperson Atty. Michelle Anne B. Recto LL.M. Regular Member Mr. Jose Rafael Magno Provisional Member Procurement Division VIII Mr. Paul Armand A. Estrada Member Department of Education Engr. Romeo C. Toledo Technical Working Group Prospective Consultants Mr. Arvin Edsel Sioson ALAI Ms. Melanie Respicio ALAI Mr. Alexander Velasco GIBMA Mr. Gilbert T. Magbutay GIBMA Ms. Kheyvin Dizon E.H. Sison Mr. Victor Ramos E.H. Sison
CALL TO ORDER	The scheduled activity started at 2:45 pm presided by Vice-Chairperson.
COMPLIANCE TO R.A. 9184	The Vice-Chairperson, upon determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid Conference. Furthermore, the Secretariat presented the invitation to observers in compliance to R.A. 9184.

DISCUSSION

I. BID DOCUMENTS

➤ The Checklist of Requirements for the Technical and Financial Proposals was presented to the Shortlisted bidders. Details of the following requirements were presented:

For the Class "A" documents the following forms were presented, Technical Proposal Submission Form (Use TPF1).

- a. Bid Security (as described in BDS 15.1) (Use TPF10);
- b. Consultant's References; as described in ITB 10.2 (b) (i) (Use TPF2) ;
- c. Methodology; as described in ITB 10.2 (b) (ii) (Use TPF4);
- d. Work Plan; as described in ITB 10.2 (b) (iii) (Use TPF4);
- e. Time Schedule; as described in ITB 10.2 (b) (iv) (Use TPF7 and TPF8);
- f. Organizational Chart; as described in ITB 10.2 (b) (v) (Use TPF5 supported w/ an organizational chart;
- g. Comments and Suggestions; as described in ITB 10.2 (b) (vi) (Use TPF3);
- h. List of Facilities requested by the Consultant; as described in ITB 10.2 (b) (vii) (Use TPF3);
- i. Curriculum Vitae of each nominated Expert; as described in ITB 10.2 (b) (viii) (Use TPF6); and
- j. Omnibus Sworn Statement; as described in ITB 10.2 (c) (Use attached prescribed format in Section VII. Bidding Forms)

Financial Proposal consisting of the following:

- a. Financial Proposal Submission Form (Use FPF1);
- b. Summary of Costs(Use FPF2); and
- c. Costs of Services (FPF3)

The Vice-Chairperson stated that other Financial Proposal Forms applicable to the project shall be included in the supplemental bid bulletin to be issued.

<p>SCHEDULE OF REQUIREMENTS</p>	<ul style="list-style-type: none"> • The representative from GIBMA requested if the monthly schedule, as provided under TPF7, may be amended into weekly schedule. <ul style="list-style-type: none"> - The BAC took note of the request and stated that the same shall be further discussed with the End-User agency.
<p>TERMS OF REFERENCE</p>	<ul style="list-style-type: none"> • The representative from GIBMA requested if the requirement that the <i>Principal or Managing Officer</i> must be a <i>Life Member of the Association of Structural Engineers of the Philippines</i> may be amended to a Regular Member. The representative explained that Life Membership is only a promotion by the Association pertaining to the membership payment. <ul style="list-style-type: none"> - The BAC took note of the request and stated that the same shall be further discussed with the End-User agency.

TERMS OF REFERENCE

- The prospective consultants requested to amend the requirement of *at least nine (9) concrete core samples per floor for Mabini, Bonifacio, and Dorm D and E buildings*. The following are the suggestions of the prospective consultants:

Prospective Consultant	Suggestion
E.H. Sison	3 per floor (beam, column, slab)
GIBMA	6 per floor (2 slabs, 2 beams, 2 columns)
ALAI	

The BAC took note of the request and stated that the same shall be further discussed with the End-User agency.

- The prospective consultants inquired on the area of the buildings covered by the project.
 - The BAC stated that the same shall be provided in the supplemental bid bulletin to be issued.

- To have a broader understanding of the project, the prospective consultants requested to allow site inspection.
 - The BAC granted the request and stated that the site inspection shall be on 20 August 2018 at 10:00am.

- The End-User agency representative confirmed that excavation shall be done for the project.

- A prospective consultant requested confirmation if three (3) rebound hammer test shall be conducted for each structural member as it may affect the integrity of the buildings.
 - The End-User representative answered that prospective consultants may conduct as many as possible rebound hammer tests.

- A prospective consultant inquired on the conduct of chipping of concrete cover and restoration of the structural elements.
 - The End-User representative answered that 1 inner and 1 outer per floor chipping shall be done for the project

III. OTHER MATTERS

CERTIFICATION

We certify that the foregoing is the true account of the Pre-Bid Conference conducted on 17 August 2018.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at 4:00pm.

PREPARED BY

Procurement Division VIII:


PAUL ARMAND ESTRADA
Member

CERTIFIED CORRECT

The Bids and Awards Committee VIII:


JOSE RAFAEL M. MAGNO
Provisional Member


ATTY. MICHELLE ANNE B. RECTO
Regular Member


JOSEPH P. BALAGTAS
Vice-Chairperson

On leave
ENGR. JAIME M. NAVARETTE, JR.
Chairperson

CONFORME


ENGR. ROMEO C. TOLEDO
End-User TWG, Department of Education