



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



## MINUTES OF MEETING

Date: Monday, 22 October 2018

Time: 2:00 PM

Venue: Executive Lounge

MEETING CALLED BY	Procurement Division VIII (PD VIII)
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Procurement of Restoration and Upgrading of Power Cables at Depot Stabling and Pureza Area for the Light Rail Transit Authority (LRTA)
REFERENCE NO.	PB#18-334-8
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE VIII (BAC VIII)</b> ENGR. JAIME M. NAVARRETE, JR. Chairperson JOSEPH P. BALAGTAS Vice-Chairperson PAUL JASPER V. DE GUZMAN Provisional Member (PMO-in-Charge) JOSE RAFAEL M. MAGNO Member</p> <p><b>LRTA REPRESENTATIVES</b> ENGR. CESAR J. LEGASPI TWG Member ENGR. RICHELL T. ACANTILADO ENGR. KEAN JUDD B. ASENSI</p> <p><b>BIDDERS</b> RHOEL BARBOSA Kinetic Phils. Electrical Const. Inc. MA. LOURDES DEMIGELLO Kinetic Phils. Electrical Const. Inc. GREGG LEYSON Avesco Marketing Corporation KEVIN COSTA Avesco Marketing Corporation ADELA JOLITO Energy &amp; Building Applications Tech. Corp. ROY VASQUEZ Energy &amp; Building Applications Tech. Corp.</p>
CALL TO ORDER	The scheduled activity started at 2:30 PM presided by Chairperson.
COMPLIANCE TO R.A. 9184	PS, upon determination of the required attendance of members of BAC, established quorum to conduct the pre-bid conference. Furthermore, presented the invitation to observers in compliance to R.A. 9184.
PRELIMINARIES	PS presented a walkthrough on the documentary requirements: <ul style="list-style-type: none"><li>• Highlighted the important sections in the Bidding Documents.</li><li>• Showed the proper ways in filling out the prescribed forms.</li><li>• Provided important reminders that the Bidder should abide and/or avoid.</li><li>• Described the proper markings and sealing of the envelopes.</li></ul>

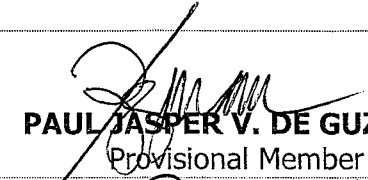



	<ul style="list-style-type: none"> <li>• The Committee reminded the Bidder to avoid leaving blanks in the information required in accomplishing the forms. Further, it was instructed to indicate N/A if the details are not applicable.</li> <li>• Reminded that <i>cedula</i> is no longer acceptable. Only government-issued identifications will be recognized for notarizations.</li> </ul>
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## DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<ul style="list-style-type: none"> <li>• The Prospective bidders requested for Site Inspection. LRTA agreed and suggested that the schedule is on 24 October 2018 at 9:00 AM. LRTA also instructed the prospective bidders to bring their own protective gears (hard hat and safety vests) and allowed only two (2) representatives per company.</li> <li>• The BAC committed to issue the Bid Bulletin for the schedule and details of the Site Inspection within the day.</li> <li>• Prospective bidders also requested for extension of submission of bids. The BAC informed the prospective bidders that this will still be subjected for discussion with LRTA.</li> </ul>
INSTRUCTION TO BIDDERS (ITB)	<ul style="list-style-type: none"> <li>• Kinetic Phils. inquired if Document Stamp Tax would be still be required in the documents that will be notarized. The BAC clarified that only notarization will be required.</li> <li>• Avesco Marketing inquired if all documents submitted by the local partner should be also provided by its foreign partner. The BAC informed the bidder that only its Legal Documents will be required. These the documents which are indicated in Annex A of the PhilGEPS Certificate.</li> <li>• Avesco Marketing further inquired if these documents need to be authenticated. The BAC replied that if the document is already in English language, no need for such.</li> <li>• Kinetic Phils. asked if Surety Bond requires any additional documents. The BAC informed the bidder that the certification from Insurance Commission will only be required.</li> <li>• Avesco Marketing inquired when is the PhilGEPS Certificate required to be submitted by its foreign partner. The BAC clarified that the PhilGEPS Certificate is actually required during Post-Qualification Stage. Further, the BAC explained that if there is no equivalent document, the foreign entity may issue a certification that will be verified by the BAC.</li> </ul>
BID DATA SHEET (BDS)	<ul style="list-style-type: none"> <li>• Aavesco Marketing inquired what are the items required for certification from manufacturer. The BAC clarified that only those mentioned in the Section 29.2, Item No. 5 of the BDS must have certification.</li> <li>• Avesco Marketing further asked what items need certification for Item 8 of Section 29.2. The BAC referred the bidder to Item No. 5.</li> <li>• The BAC explained that the requirement for Item Nos. 5 and 8 are not the same not it is redundant. Item No. 5 pertains to the market presence of the manufacturer while Item No. 8 refers to the authorization of the supplier from the manufacturer.</li> </ul>
GENERAL CONDITIONS OF THE CONTRACT (GCC)	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT (SCC)	No further clarification.

<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>No further clarification.</p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Energy &amp; Building Applications Tech. Corp. (EBATech) inquired if there is a required ampere for the Disconnect Switch. LRTA informed the bidder that the required ampere is indicated in the TOR.</li> <li>• Avesco Marketing inquired if there is no Retention Money required based on the Payment Terms indicated in the BOQ. The BAC clarified that per GCC Clause 17.3 of the Bidding Documents, there is a one percent (1%) Retention Money.</li> <li>• Kinetic Phils. asked if advance payment or mobilization fee will be allowed. The BAC said no since this is not an infrastructure project.</li> <li>• Avesco further inquired if PCAB is no longer needed. The BAC confirmed so.</li> <li>• The BAC informed the prospective bidders to expect a Bid Bulletin on the division of payment for the two (2) depots.</li> <li>• Kinetic Phils. expressed its observation that the specifications are based on the existing provider. LRTA confirmed the observation of the bidder.</li> <li>• EBATech inquired if they can offer a different brand. The BAC confirmed for as long as it meets the required specifications.</li> <li>• The BAC will issue the necessary Bid Bulletin to remove the brand name(s) indicated in the Technical Specifications, Terms of Payment, and correct the Personnel Requirement.</li> <li>• Avesco Marketing seek clarification on ANSI Standards. The BAC clarified that requirement has nothing to do with ANSI Standards. What is important is to meet the IEC Standards. Kinetic Phils. agreed with the explanation of the BAC.</li> <li>• Kinetic Phils. informed the committee that the Inter-Tripping Relay is no long available in the market. Thus, asked if they can provide an old stock but are brand new and have certificate of origin. The BAC suggested that this be addressed by LRTA in the Bid Bulletin.</li> </ul>
<p><b>BIDDING FORMS</b></p>	<ul style="list-style-type: none"> <li>• The BAC reminded the prospective bidders to fill out the Bill of Quantities (BOQ) in coming up with their proposed bid price.</li> <li>• Avesco Marketing and Kinetic Phils inquired if LRTA has preferred price for each item listed in the BOQ. The BAC and LRTA responded that there is no prescribed ABC for each item as long as the total offer will not exceed the prescribed ABC of the project.</li> <li>• Avesco Marketing inquired if all the tools or equipment indicated in the BOQ will be transferred to LRTA. LRTA responded with affirmation.</li> <li>• The BAC also stressed its strict rule that each page of Financial Forms must be signed.</li> <li>• Kinetic Phils. inquired if they can reproduce the forms. The BAC does not encourage the bidders to do so. However, the bidders must ensure to adopt all the Headers provided.</li> <li>• Kinetic Phils. further asked if there is required font size, format, etc. and preferred arrangement of documents (hard bound, book bind, etc.). The BAC has no prescribe format for those however, suggested to put ear tabbing to make it organized during Opening of Bids.</li> </ul>
<p><b>TERMS OF REFERENCE (TOR)</b></p>	<p>No further clarification.</p>

**III. OTHER MATTERS**

<b>OTHER MATTERS</b>	<ul style="list-style-type: none"><li>The BAC instructed the bidders to submit their written clarification through e-mail on or before 3:00 PM of October 26, 2018 to ensure that the BAC will have more time to transmit them to LRTA.</li></ul>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 4:00 PM.
<b>PREPARED BY</b>	 <b>PAUL JASPER V. DE GUZMAN</b> Provisional Member
<b>REVIEWED BY</b>	 <b>ENGR. JAIME M. NAVARRETE, JR.</b> Chairperson
<b>CONFORME</b>	 <b>JOSEPH P. BALAGTAS</b> Vice-Chairperson  <b>JOSE RAFAEL M. MAGNO</b> Member