



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



MINUTES OF MEETING

Tuesday, October 30, 2018 10:00AM CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Prebid Conference
PROJECT	Renovation of BOQ Offices at NAIA 1, 2 & 3
REFERENCE NO.	PB No. 18-356-5
ATTENDEES	<p>Bids and Awards Committee V: Mr. Ariel R. Cunanan Chairperson Mr. Jack G. Mercado Vice-Chairperson Engr. Nicole John D. Cabueños Provisional Member</p> <p>Procurement Division V: Engr. Yuji Hoshina Secretariat Mr. Abelardo P. Gonzalez Member Ms. Jessica Gapuz Member</p> <p>End-user's Representatives Dr. Brenda V. Fuentes BOQ Mr. Edgar Maala BOQ Engr. Corinthia Aguilay BOQ Ar. Bob Harvey P. Rosco BOQ Ar. Rossana Reymundo DOH-HFEP Ar. Ivy Pedido DOH-HFEP</p> <p>Prospective Bidders: Mr. Jhun Vallente Hanmhe Industrial</p>
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:10AM with the Chairperson presiding. The Secretariat acknowledged the presence of the attendees. It was likewise reported that observers were invited but none confirmed attendance.

4. The Secretariat was then instructed by the Chairperson to proceed with the presentation of the documentary requirements

DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID

ITB item 5
page 5
xxx

The Prospective Bidder asked if the Php 1,000.00 pesos Bid document price is intended for the three (3) offices.

The Chairperson responded that it is already for all the terminal offices since this is a lot bid. Additionally, he explained that the bidder must comply with all the requirements for the three (3) terminal offices.

The Chairperson also reiterated the schedule of the Bidding activities to the prospective bidder particularly the deadline of submission of bids and that any submission beyond the deadline will be rejected.

BID DATA SHEET

The prospective bidder inquired on what are the other documents required under the BDS of the Bidding Document as stated in the power point presentation.

The Chairperson answered that the documents listed in the presentation are only the standard requirements for Public Bidding and that the other Technical requirements needed for the project are listed in the Bidding Document.

xxx

BDS Clause 12.1 (a) (ii)
page 39

1. Duly signed Statement of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started.

The PMOIC discussed that in case that the bidder currently do not have a ongoing construction project, the bidder still have to submit the form marking it "Not Applicable".




xxx

BDS Clause 18.1
page 41

The Vice Chairperson clarified to whom the Bid Security will be paid.

	The PMOIC responded that it is payable to Procurement Service.
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<p>SCC Clause 5.1 Schedule of Construction page 78-79</p> <p>The PMOIC and the Chairperson asked the prospective bidder if bidder is familiar with the rules, regulations and processes inside the NAIA.</p> <p>The prospective bidder stated that they know and are familiar with the requirements. Further, he added that their company just completed a project inside NAIA under MIAA and they still have an incoming project also bidded by MIAA.</p> <p>xxx</p> <p>SCC Clause 39.1 page 80</p> <p>The prospective bidder asked if the amount of advance/down payment is 15% and if the same will be given in 15 calendar days.</p> <p>The PMOIC responded that 15% of the contract price shall be given within 15 calendar days upon request by the contractor.</p>
SCHEDULE OF REQUIREMENTS	The PMOIC discussed the contents in the bidding documents. No amendment concerns or issues were raised.
TECHNICAL SPECIFICATIONS	<p>Ar. Ivy Pedido assisted the PMOIC on the discussion of the Technical Specification, Scope of Work and the Plans for the project</p> <p>xxx</p> <p>Office Renovation at NAIA Terminal 1, 2 & 3</p> <p>The prospective bidder asked on what is the floor area of the offices in NAIA Terminals 1, 2 and 3 respectively.</p> <p>Ar. Pedido stated that the floor area of the office in Terminal 1 is about 101 sq.m. She added that the floor area of the office in Terminal 2 is about 23 sq.m. and for the quarters is 27 sq.m. Lastly Ar. Pedido said the total area of office at NAIA Terminal 3 is 62 sq.m. The distinction of this office from the two is that it has a toilet,</p>

	<p>provision of air-conditioning and fire protection system.</p> <p>xxx</p> <p>The Vice Chairperson asked about the air-conditioning system for the three (3) offices.</p> <p>Ar. Pedido responded that there are existing air-conditioning systems in Terminal 1 and 2. In terminal 3, the contractor should provide this.</p> <p>xxx</p> <p>Specifications page 81-178</p> <p>The Prospective Bidder asked who will shoulder the power and water supply during the construction and if they need to provide a sub meter for the utilities.</p> <p>The End-user said they will clarify it to MIAA about the arrangement and procedural requirement and will issue it as a Bid Bulletin.</p>
BILL OF QUANTITIES	<p>Bill of Quantities page 180</p> <p>The Prospective Bidder asked if there is an e-file to be provided in the computation of the Bill of Quantities.</p> <p>Ar. Pedido answered that in the Bill of Quantities, the exact quantities for each item are already given.</p>
BID FORM	NO DISCUSSION
OTHER	The End-user stated that the temporary facilities of the winning bidder will be in NAIA Terminal 2, besides the Bureau of Customs.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:45 AM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on October 30, 2018.

<p>PREPARED BY</p>	<p>The Procurement Division V:</p>  <p>ENGR. NICOLE JOHN D. CABUEÑOS Provisional Member</p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee V:</p>  <p>MR. JACK G. MERCADO Vice-Chairperson</p>  <p>MR. ARIEL R. CUNANAN Chairperson</p>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.