



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



MINUTES OF MEETING

Tuesday, November 20, 2018

10:00 AM

MEETING ROOM 1

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Preliminary Conference	
PROJECT	<i>Consulting Services for LRT Line 2 West Extension Project for Light Rail Transit Authority (LRTA) - Part 1</i>	
REFERENCE NO.	PB 18-380-10	
	<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Atty. Divina Gracia A. Bacal Mr. Jack G. Mercado</p> <p>Procurement Division X Ms. Maricel R. Vergel de Dios Mr. Jayson C. Erquiza Ms. Barby Ann M. Villamor Ms. Leigh Ann Pua</p> <p>End-User Agency Ms. Lorelie L. Reyes Ms. Carmela M. de Guzman Ms. Deah Kristine J. Guison</p> <p>Observer Ms. Yza Thereza P. Mendoza Ms. Ray Steffi Monique V. Igaya</p>	<p>Chairperson Vice-Chairperson Regular Member Provisional Member/PMO-in-Charge</p> <p>Secretariat TWG Member Member Member</p> <p>LRTa LRTa LRTa</p> <p>DOTr DOTr</p>



Bidders

Mr. Rene Borrromeo
Mr. Paulo Oropesa
Mr. Elpidio Rimando
Mr. Gerry Lopez
Ms. Imelda Favor
Ms. Genelyn Carido
Ms. Jenny Tabalonza
Mr. Tolando C. Pique
Mr. Manuel C. Castro
Ms. Audrey Baldoza
Ms. Marissa Isauro
Ms. Rosalia C. Punay

Key Engineers
Soosung
JFCA
I.A. Campbell
KE Asia Inc.
TPF Getinsa Euroestudios SL
EGIS
Pert Consult
Filipinas Dravo Corporation
Filipinas Dravo Corporation
Foresight Development and
Surveying Company

CALL TO ORDER

1. The scheduled **Preliminary Conference** started at **10:00 AM** with the Chairperson presiding.
2. The Chairperson acknowledged the presence of the attendees. Notices to the Observers have been sent within the prescribed period, but none attended the activity.
3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.

DISCUSSION

I. DOCUMENTATIONS

DOCUMENTATIONS

- The BAC Secretariat discussed the general requirements for government procurement of consulting services. During the discussion the following topics were tackled:
 - the purpose of the preliminary conference,
 - who can participate,
 - proofs of bidder's eligibility,
 - suggested forms,
 - sequencing of documents,
 - marking and packaging suggestions,
 - and the BAC X contact details

SECTION II
EDS Clause 2.1 (a) (i)
Page 10

PHILGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PHILGEPS in accordance with Section 37.1.4 of the IRR.

ELIGIBILITY DOCUMENTS

- The BAC Secretariat discussed the legal and financial documents needed to submit, such as: PhilGEPS Registration Certificate and Membership, Registration Certificate from SEC or DTI or CDA, Mayor's Permit, Tax Clearance Certificate (per EO 398) and Audited 2017 Financial Statements (stamped RECEIVED by BIR).
- The BAC Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up-to-date/current together with its contents.
- The BAC Secretariat stated the Class B Document, Joint Venture Agreement, if applicable.

SECTION III
EDS Clause 1.2
Page 16

- The TWG Member stated that the six (6) Key Personnel that are registered professionals authorized by the appropriate regulatory body to practice those profession and allied professions are required to submit a copy of their license. The PMO-in-Charge added that the Key Positions mentioned here are exclusively for Filipino citizens.

ELIGIBILITY DATA SHEET

SECTION III
EDS Clause 4.2
Page 17

- The TWG Member stated that prospective bidders must submit a one (1) original and two (2) additional copies for the eligibility documents. Bidders must need to submit a softcopy of the Eligibility Documents, however this time it will not be a ground for ineligibility

if ever the PDF is not searchable. Non-submission of the searchable PDF will be a ground for ineligibility. The End-User elaborated that submission of searchable PDF still required and is encouraged, however if the PDF file submitted is not searchable, it will not be a ground for ineligibility of the bidder.

SECTION III
EDS Clause 9.1
Page 17

- The TWG Member stated that Similar Contract shall refer to contracts for the design and construction, supervision of railway projects.

SECTION III
EDS Clause 9.2
Page 17-25

- The TWG Member discussed the contents of the Shortlisting Evaluation Criteria.
 - *The prospective bidders raised some issues on the scoring such as: no bachelor's degree, with 10 years experience to less than, 11 years experience in similar or related projects, etc.*
 - *The prospective bidder asked regarding the scoring and the TOR, it seems that they are confused with this. The PMO-in-Charge explained that TOR will be discussed on part 2 of the project, they just include it now in order for them to understand and make the project succeed.*
 - *The End-user emphasized that the requirement in the TOR must be met by the Bidder, although TOR will not be used as basis in Part 1 evaluation. The requirement in the TOR specifically for Project Manager must be satisfied.*

BIDDING FORMS

ANNEX A
Eligibility Documents Submission Form
Page 28

- The BAC Secretariat reminded the prospective bidders to attach the notarized authority of signatory.

ANNEX B

Statement of the Consultant's Nationality

Page 29-30

- The BAC Secretariat reminded the bidders to fill out all the details and explained that the proposed partners/key staff who shall actually perform the services possess the necessary technical and professional competence as required under ED Clause 1.2.
- The TWG Member further elaborated the requirements under ED Clause 1.2.

ANNEX C

Format of Curriculum Vitae (CV) for Proposed Professional Staff

Page 31-33

- The PMO-in-Charge emphasized in the Format of Curriculum Vitae (CV) for Proposed Professional Staff Statement of the Consultant's Nationality, with regard to Work Experience and the Current Work Load they should provided all necessary details and indicate all similar projects and related projects as defined in the Clause (9.1). For Relevant Trainings, Education and Professional Licenses bidders must submit all the necessary documentations such as certificates, diploma and licenses.
 - *The Prospective Bidders asked the Committee on alternate requirement in the event that the previous Certificate of Employment is not available, if a Notarized Curriculum Vitae will be acceptable. The Committee took note of their suggestions. The PMO-in-Charge added that they can submit any proof (e.g. contracts) to prove that he was employed in that certain company.*

ANNEX D

Statement of Completed Contracts

Page 34-35

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details. The said form shall be signed by authorized representative.
- The TWG Member stated that the Statement of Completed Contracts and clarified the coverage of similar contract "would be within the last fifteen (15) years". Similar Contract shall refer to contracts for the design and construction supervision of railway projects.

ANNEX D.1
Consultant's Project Reference
Page 36

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details. The said form shall be signed by authorized representative.
- Bidders must need to submit the Certificate of Good Standing and Satisfactory Completion or Equivalent Document.

ANNEX E
List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
Page 37

- The BAC Secretariat reminded the prospective bidders to fill out the form with necessary details and in case there is no declaration put the word "NONE". The said form shall be signed by authorized representative.

CLASS B DOCUMENT
Joint Venture Agreement

- The BAC Secretariat reminded the prospective bidders that if ever they have to join a Joint Venture, Class B document is necessary to submit. The prospective bidders acknowledged it.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The prospective bidder asked the Committee if multiple nomination among bidders is allowed.
 - *The PMO-in-Charge stated that it was tackled already in the previous bidding and he stated that it was allowed but on selected key positions only.*
- The prospective bidder asked the difference between similar and relevant project.

- *The End-user explained that similar pertains to design and Construction Supervision of a Railway Project, while relevant pertains to a design and construction supervision of any infrastructure project such as bridges, buildings, etc.*
- The prospective bidder clarified on the entity as lead if financial capacity is cumulative.
 - *The PMO-in-Charge explained it will be only for one entity the one with the highest financial capacity. He explained that if ever it would be a foreign entity the day they file their AFS will be use for the conversion*
- The prospective bidder clarified if a foreign bidder is allowed to join the Joint Venture.
 - *The PMO-in-Charge answered yes it is allowed as long as 60% is for Filipino entity.*
- The prospective bidder clarified if they need to submit CVs for other support personnels.
 - *The PMO-in-Charge answered that only CVs for the Key Personnels are needed to submit .*
- The TWG Member reminded the bidders on the timeline of the project as follows:

Last day of Submission of Written Clarification-November 23, 2018

Last day of Issuance of Bid Bulletin- November 27, 2018

Deadline and Opening of Eligibility – December 4, 2018
- The prospective bidder asked for another five (5) days extension for the submission.
 - *The Committee instructed the bidder to put it in writing for the discussion with the End-User.*

- The Committee requested bidders who submitted their queries to formalized and email it to the BACX. The bidders acknowledged it.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **11:40 AM.**

CERTIFICATION

We certify that the foregoing is the true account of **Preliminary Conference** conducted on Tuesday, November 20, 2018.

PREPARED BY


MS. MARICEL R. VERGEL DE DIOS
Secretariat


MS. LORELIE L. REYES
End-User Representative

-not present-
MR. ANTONIO LAIGO JR.
Ad Hoc Representative


MR. JACK G. MERCADO
Provisional Member/PMO-in-Charge

CERTIFIED CORRECT


ATTY. DIVINA GRACIA A. BACAL
Regular Member, Legal


MR. WEBSTER M. LAUREÑANA
Vice-Chairperson


ENGR. PABLO ROMAN C. ANDRES
Chairperson, Bids and Awards Committee X