



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



MINUTES OF MEETING

Tuesday, January 15, 2019	1:00 PM	OTHERS
---------------------------	---------	--------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX														
TYPE OF MEETING	Prebid Conference														
PROJECT	Design and Build of the Renovation and Rehabilitation of the 5th Floor of the Sandiganbayan Centennial Building														
REFERENCE NO.	PB – 18-456-9														
ATTENDEES	<p>Bids and Awards Committee IX</p> <table border="0"> <tr> <td>Ms. Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Leah Nimfa M. Valdez</td> <td>Vice-Chairman</td> </tr> <tr> <td>Atty. Ronald John Decano</td> <td>Ad-Hoc Member</td> </tr> <tr> <td>Engr. Jose L. Saluna, Jr.</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division IX</p> <table border="0"> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat</td> </tr> </table> <p>Other Attendees:</p> <p>Prospective Bidder/s:</p> <table border="0"> <tr> <td>Arch. Moreno Jr.</td> <td>NGP Corporation</td> </tr> <tr> <td>Mr. Parmanan S. Hajal</td> <td>PBDC</td> </tr> </table>	Ms. Dalisay Conrina P. Dela Chica	Chairperson	Ms. Leah Nimfa M. Valdez	Vice-Chairman	Atty. Ronald John Decano	Ad-Hoc Member	Engr. Jose L. Saluna, Jr.	Provisional Member	Mr. Vincent Joseph D. Disu	Secretariat	Arch. Moreno Jr.	NGP Corporation	Mr. Parmanan S. Hajal	PBDC
Ms. Dalisay Conrina P. Dela Chica	Chairperson														
Ms. Leah Nimfa M. Valdez	Vice-Chairman														
Atty. Ronald John Decano	Ad-Hoc Member														
Engr. Jose L. Saluna, Jr.	Provisional Member														
Mr. Vincent Joseph D. Disu	Secretariat														
Arch. Moreno Jr.	NGP Corporation														
Mr. Parmanan S. Hajal	PBDC														
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 2:00 PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees. 3. Having established the required quorum. 														



4. The Secretariat presented the invitation for Observers, however, none of them attended.
5. The Secretariat discussed the General Requirements (Technical and Financial Document for the Infrastructure Project).

DISCUSSION

I. BID DOCUMENTS

The following documents were presented before the committee:

- Agency Procurement
 - No Discussion.
- Annual Procurement Plan
 - No Discussion.
- Technical Specifications / ToR
 - PRESENTED
- Authority to Purchase Vehicle (if applicable)
 - No discussion.
- Nomination of Representative from End-User Agency
 - No Discussion
- Memorandum of Agreement
 - No Discussion
- Memorandum-Request for Preprocurement
 - No Discussion
- Price Monitoring Report
 - No discussion
- Certificate of Due
 - No discussion
- Draft Bidding Documents
 - No discussion
- Reply Action Document, if any
 - No discussion.

DOCUMENTATIONS

INSTRUCTIONS TO BIDDERS

Qty	Item / Description	Approved Budget for the contract	Delivery Period
-----	--------------------	----------------------------------	-----------------

	<p>1 Lot</p> <p>DESIGN AND BUILD of the RENOVATION AND REHABILITATION OF THE 5TH FLOOR OF THE SANDIGANBAYAN CENTENNIAL BUILDING</p>	<p>₱ 60,550,819.00</p>	<p>The Intended Completion Date is within Three Hundred Fifty Five (355) Calendar Days from receipt of NTP.</p>
<p>BID DATA SHEET</p>	<ul style="list-style-type: none"> • BDS Clause 5.4 <ul style="list-style-type: none"> ➢ For this purpose, similar contracts shall refer to: <i>any contract in both design and construction with a contract amount of at least Php 30,275,409.50</i> • BDS Clause 12.1 (a) (iii) <ul style="list-style-type: none"> ➢ Valid and Updated PCAB Licence: The minimum PCAB Registration required for this project: Medium A (General Building), Category B • BDS Clause 12.1 <ul style="list-style-type: none"> ➢ In the submission of bids, the following additional documents are required to be submitted during the opening of bids. <ul style="list-style-type: none"> i. Preliminary Conceptual Design Plans; ii. Design and construction methods; . iii. Value engineering analysis of design and construction method. 		
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC. 		
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC. 		

The minimum years of relevant experience requirements for key personnel are the following:

<i>Key Personnel for Design</i>	<i>Minimum Relevant Experience</i>
1. Project (Licensed Architect)	(description and years per TOR)
2. Structural Engineer	
3. Civil Engineer	
4. Professional Electrical Engineer	
5. Professional Mechanical Engineer	
6. Sanitary Engineer	
7. Environmental Specialist/Engineer	
8. Electronics and Communications Engineer	

<i>Key Personnel for Construction</i>	<i>Minimum Relevant Experience</i>
1. Project (Licensed Architect)	(description and years per TOR)
2. Project (Civil Engineer)	
3. Professional Electrical Engineer	
4. Professional Mechanical Engineer	
5. Sanitary Engineer	
6. Safety Officer	Registered Civil Engineer. (With Construction Occupational Safety and Health Training (COSH or BOSH) with minimum 5 years experience in Occupational Health and Safety.

TERMS OF REFERENCE

+A.6. PROPOSED DESIGN AND CONSTRUCTION SCHEDULE

The target number of days to complete the project is Three Hundred Fifty (355) working days.

The working hours will be as follows:

Monday to Friday	5:00 AM to 1:00 PM
Saturday	8:00 AM to 5:00 PM
Overtime will be allowed subject to the approval of the Officer In Charge of the project.	

DRAWINGS

"Attached"

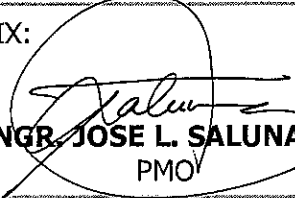

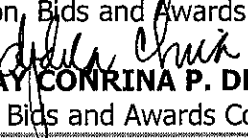
BILL OF QUANTITIES

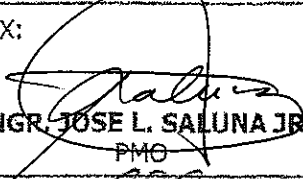


- There were no Discussions/Amendments made; and no further instructions were made by the BAC.

BIDDING FORMS	<ul style="list-style-type: none"> There were no Discussions/Amendments made; and no further instructions were made by the BAC.
---------------	--

II. TIMELINE	
POSTING IN PHILGEPS	January 08, 2019
PREBID CONFERENCE	January 15, 2019
POSTING OF BID BULLETIN	January 22, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	January 29, 2019; 1:00 P.M

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The Chairperson clarified if the 2018 Mayor's Permit/Business Permit has not been renewed for 2019, the 2018 Mayor's/Business Permit is to be submitted in the opening of bids and there's a proof of Official receipt that the permit for 2019 has been applied for. Site Inspection before the issuance of Bid Bulletin. The PMO-In-Charge explained each documents needed to be submitted during the submission of bids. The PMO-In-Charge gives pointers in accomplishing each document/requirement to the bidders to be able for them in aiding/come up with a responsive submission. The BAC reiterated to the prospective bidders that the last day of submission of written clarification is on January 19, 2019, and the last day of issuance of bid bulletin is on January 22, 2019, and the submission and opening of bids' is on January 29, 2019 at 1:00 P.M.
ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:05 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Tuesday, January 15, 2019.

<p>PREPARED BY</p>	<p>The Procurement Division IX:</p>  <p>ENGR. JOSE L. SALUNA JR. PMO</p>
<p>CERTIFIED CORRECT</p>	<p>ATTY. RONALD JOHN DECANO Ad-Hoc Representative, Bids and Awards Committee IX</p>  <p>MS. LEAH NIMFA M. VALDEZ Vice Chairperson, Bids and Awards Committee IX</p>  <p>MS. DALISAY CONTRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>

<p>PREPARED BY</p>	<p>The Procurement Division IX:</p> <p></p> <p>ENGR. JOSE L. SALUNA JR. PMO</p>
<p>CERTIFIED CORRECT</p>	<p></p> <p>ATTY. RONALD JOHN DECANO Ad-Hoc Representative, Bids and Awards Committee IX</p> <p></p> <p>MS. LEAH MIMFA M. VALDEZ Vice Chairperson, Bids and Awards Committee IX</p> <p>MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>