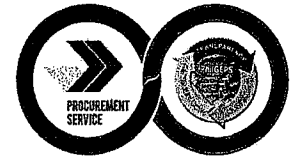




Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
BIDS AND AWARDS COMMITTEE



## MINUTES OF MEETING

Friday, September 21, 2018

10:00 AM

CONFERENCE ROOM B

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE V</b>
TYPE OF MEETING	<b>Preliminary Conference</b>
PROJECT	Site Development Plan for CAR, Regions II, III, IV-A and V
REFERENCE NO.	<b>PB No. 18-298-5; 18-299-5; 18-300-5 and; 18-301-5</b>
ATTENDEES	<p><b>Bids and Awards Committee V:</b> Ms. Teresita J. Dela Cruz Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Mr. Webster M. Laureñana Provisional Member</p> <p><b>Procurement Division V:</b> Ms. Jessica G. Gapuz Member Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p><b>End-user's Representatives</b> Mr. Aldrin C. Tagao DepEd Mr. Jet Acabaso DepEd</p> <p><b>Prospective Bidders:</b> Ms. Michelle Manel R.C. Tollo Surveying Services Ms. Janette Manangan Manangan Surveying Office Engr. Fred dela Cruz F.A. Dela Cruz Consultancy Ms. Eva Marie Mosendi Solar Surveying Corp. Ms. Glenda T. Pedronan R.C. Tollo Surveying Services Mr. Celedonio C. Dela Cruz F.A. Dela Cruz Consultancy Engr. Jose B. Gavino Jr. Alterra Geomatics Construction Ms. Maricel C. Macaraig MCRG Mr. Rogello F. Olivete Olivete Surveying Mr. Rockson Pistola A.C. Tiban Mr. Mark Depalag A.C. Tiban Mr. Ponciano Valdez Jr. Valdez Surveying Mr. Jovanie Tuguinay Tuguinay Surveying</p>
CALL TO ORDER	<b>1.</b> The scheduled Preliminary Conference started at <b>10:20 AM</b> with the Chairperson presiding.

	<p>2. Engr. Hoshina acknowledged the presence of the attendees.</p> <p>3. It was likewise reported that observers were invited but none confirmed attendance.</p>
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**DISCUSSION**

I. BID DOCUMENTS	
CHECKLIST OF ELIGIBILITY OF REQUIREMENTS	NO DISCUSSION
REQUEST FOR EXPRESSION OF INTEREST	<p>The PMOIC mentioned that the previous bidding project for Site Development Plan has four (4) lots while the current project was divided into four (4) public biddings. Hence, he reminded the prospective bidders to be mindful in preparing their eligibility documents for submission since they need to be specific on the project they intended to participate.</p>
BRIEF PROJECT DESCRIPTION	NO DISCUSSION
ELIGIBILITY DOCUMENTS	<p>Eligibility Documents Clause 3</p> <p><b>xxx</b></p> <p><b>3.1</b> Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.</p> <p><b>xxx</b></p> <p>One of the prospective bidders asked if they still need to submit a Special Power of Attorney (SPA) should the Sole Proprietor, himself, will sign eligibility documents.</p> <p><b>The Regular Member explained that the Sole Proprietor still needs to execute an SPA to avoid audit observation by Commission on Audit (COA) in the future for they are in charge of reviewing submission against the requirements.</b></p>

EDS Clause 1.2

xxx

*The services under this project do not involve practice of profession regulate by law.*

xxx

Engr. Gavino Jr. of Alterra Geomatics Construction wanted to clarify the above-mentioned provision.

**The Regular Member clarified that there is an existing law which limits certain professional practices to Filipino Citizens only.**

In regards with this matter, one of the prospective bidders asked if this provision is in conflict with Annex B which requires for the statement of the consultant specifying its nationality.

**The Regular Member stated that the requirement in Annex B is, in fact, consistent with EDS Clause 1.2 for the reason that its provision is expressly stating that this project will not be regulated by law, so if the prospective bidders will be providing for a foreign consultant then they have to submit a statement specifying its nationality.**

xxx

EDS Clause 9.2

xxx

II. Qualification of Key Personnel	
A. One (1) Project Manager	
1. Educational Attainment	
-	Licensed Geodetic/ Civil Engineer or Architect with Master's Degree
-	College Degree (Licensed Geodetic/ Civil Engineer or Architect)
-	College Degree (Bachelor degree in Geodetic/ Civil Engineering or Architecture)
-	Non-Degree Holder

xxx

One of the prospective bidders commented that this contract requires technical services that should only be rendered by Geodetic Engineers especially the activities which are to be performed by the Project Manager. They wished to clarify the qualifications for the key personnel which requires for them to be a Civil Engineer or an Architect since manual

land surveying is exclusively practiced by a Geodetic Engineer.

**The Committee took note of this information and will discuss this matter with the End-User.**

**Furthermore, the Regular Member reminded the prospective bidders to put their questions in writing so that it will be discussed with the End-User with great detail. She likewise reminded them that the matters that have been discussed during the Preliminary Conference will not make any modifications in the bid documents unless such change is expressly stated in the bid bulletin.**

XXX

EDS Clause 4.2

XXX

Each prospective bidder shall submit one **(1) original and one (1) additional copy** of its eligibility documents. **A softcopy of the Eligibility Requirements must be provided in a searchable PDF together with the bid proposal before the deadline of submission of bids.**

XXX

**The PMOIC emphasized the requirement provided in EDS Clause 4.2. He explained that failure to comply with this condition is a ground for disqualification. He, further, explained that this requirement is essential during bid evaluation.**

XXX

EDS Clause 8.1

XXX

The date and time of opening of eligibility documents is **October 5, 2018; 10:00 AM.**

XXX

One of the prospective bidders raised their concern regarding the printed copy of their bid document for Region V which indicates that the date of the opening of eligibility document is on October 4, 2018.

**The PMOIC acknowledged the concern and assure that it will be replaced with a new bid document with correct information on it.**

xxx

## EDS Clause 9.2

xxx

III. Tools and Equipments committed to the project.

At least one (1) set of the following tools and equipment per cluster:

- 1 unit Geodetic Total Station/ Engineer's Transit;
- 1 unit Tripod
- 1 unit Leveling Rod
- 1 unit Prism
- 2 units Desktop Computer/ Laptop

xxx

In the matter of Tools and Equipments, the prospective bidders inquired about using drones.

**The End-User said that the requirements set forth are just minimum tools and equipment for the execution of the plan and if they consider to add new equipments for the efficiency of the project implementation then it is an advantage for them.**

Furthermore, the prospective bidders asked if it will count in case they have six (6) total stations and one (1) drone. They, likewise, inform the Committee that they have already updated their operation in which they are no longer using total station.

**The Chairperson took note of this matter and advised them to wait for the release of the bid bulletin in case there will be an amendment concerning that issue.**

xxx

One of the prospective bidders suggested dividing the public bidding into clusters for the reason that it will be difficult for any of them to finish the project, given the number of project sites, in a period of 240 calendar days.

**The PMOIC clarified that it would be impossible to extend this period or to modify the subdivisions of the cluster since the completion for this project is expected by mid of next year and further extension would affect the succeeding program of the Department of Education (DepEd).**

xxx

PB No. 18-299-18

EDS Clause 9.2

XXX

D. Sixteen (16) Draftsman;

20

XXX

For the requirement of sixteen (16) draftsmen, one of the prospective bidders requested to reduce the number of personnel.

**The Chairperson reminded them to put their suggestions in writing and send it through e-mail or they may submit it personally in order for the Committee to review this matter with clear detail.**

**The PMOIC emphasized that the e-mail address of the Procurement Service (PS) is located on the Request for Expression of Interest (REI). Moreover, he informed the prospective bidders that the submission of written clarification should be submitted on or before September 25, 2018.**

XXX

One of the prospective bidders asked if an additional score will be rated to them in case they opted to add personnel like survey aid, clerk, researcher, etc. whose services are not required in the short listing.

**The PMOIC clarified that there would be no additional score in case they decide to insert other personnel other than that of the required.**

**Terms of Reference**

XXX

The Services shall cover the following:

1. Conduct field/land survey
2. Conduct research data on the school site.
3. Setting of monuments for all corners.
4. Plot existing structures/trees inside the school site on a tracing paper.
5. Show the distances of the existing structures from property line of one school building to another.
6. Identify boundaries of the school site.
7. Show the nearest location of power utility posts, sewer and drainage lines, telecommunication lines and water supply lines.
8. Flow of drainage system must be reflected in the plan.

XXX

In the matter of scope of work, one of the prospective bidders asked if

**BIDDING FORMS**

research of data, relocation survey or providing technical description of the project site are still included in their work load.

**The End-User explained that the research of data that is included in the list of their scope of work is just pertaining to the lay-out of foot print. With regards to the technical description of the project site, he clarified that it is readily available and will be provided by the School Head.**

Moreover, the prospective bidders assailed that it would be difficult for them to mark the boundaries of the project site if the land titles are still on process.

**The End-User explained that the monument should be placed in all the corners of the project site. In case the school's land title is still in process, service providers can make use of markers as its temporary boundaries.**

One of the prospective bidders asked for the frequency of submission of the progress report considering the project duration of 240 calendar days.

**The End-User explained that progress reports on the completed school site may be submitted in advance through e-mail, provided, that they should subsequently submit a hard copy thereof.**

XXX

With regards to the schedule of the Opening of Bids, prospective bidders asked if their personal appearance is required during that day.

**The Chairperson clarified that it is not necessary for them to be present during the Opening of Bids. Nonetheless, she advised them to attend in order for bidders to know the result of the evaluation of their proposal.**

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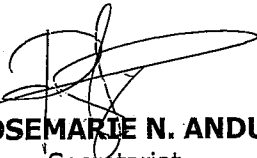


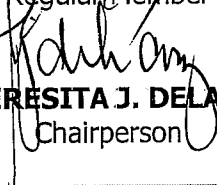
Furthermore, prospective bidders would like to be enlightened on the mode of billing in case the project is awarded.

**The Chairperson said that it would be subject to progress billing; however, she clarified that it would be discussed further during the second phase of the public bidding.**

XXX

**Moreover, the PMOIC reminded the prospective bidders that a community tax certificate is not considered a competent proof of identity, thus, they should refer to the 2004 Rules on Notarial Practice for reference of such. He, further, reminded them to check**

OTHER MATTERS

	<b>the documents to be notarized.</b>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>12:30 AM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is a true account of the Preliminary Conference conducted on September 21, 2018.
<b>PREPARED BY</b>	The Procurement Division V:  <b>MS. ROSEMARIE N. ANDULAN</b> Secretariat
<b>CERTIFIED CORRECT</b>	Bids and Awards Committee V:  <b>MR. WEBSTER M. LAUREÑANA</b> Provisional Member   <b>ATTY. MICHELLE ANNE B. RECTO, LL.M.</b> Regular Member  <b>MS. TERESITA J. DELA CRUZ</b> Chairperson

*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.*