



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



MINUTES OF MEETING

Thursday, February 28, 2019

10:00AM

MEETING ROOM I

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X		
TYPE OF MEETING	Pre-bid Conference		
PROJECT	CONSULTING SERVICE FOR LRT LINE 2 WEST EXTENSION PROJECT FOR LIGHT RAIL TRANSIT AUTHORITY (LRTA) PART 2		
REFERENCE NO.	PB 19-380-10		
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Mr. Jack G. Mercado Mr. Antonio R. Laigo Jr		Chairperson Vice Chairman PMO-in-Charge Ad Hoc Representative
	Procurement Division X Ms. Maricel R. Vergel de Dios Mr. Jayson C. Erquiza Engr. Chamel Fiji C. Melo Ms. Barby Ann M. Villamor		Secretariat TWG Member TWG Member Member
	End-User Agency Ms. Lorelie L. Reyes Ms. Deah Kristine J. Guison Ms. Carmela M. de Guzman		LRTA LRTA LRTA
	Observer Ms. Crystal Ann Ferrer Mr. Eric Bel R. Sanico Mr. Marc Anthony Aparecio Mr. Noriel G. Samson		OJT BGH BGH BGH

	<p>Bidders</p> <table> <tr><td>Mr. Rolando Pique</td><td>Pert</td></tr> <tr><td>Ms. Audrey Baldoy</td><td>Dravo</td></tr> <tr><td>Mr. Rene Borromeo</td><td>Key</td></tr> <tr><td>Ms. Cheryl David</td><td>ALAI</td></tr> <tr><td>Ms. Jeremy Chuaquio</td><td>PKII</td></tr> <tr><td>Mr. Sherwin Solano</td><td>Systra</td></tr> <tr><td>Ms. Camille Jasel Mendiola</td><td>PKII</td></tr> <tr><td>Ms. Rosalia C. Punay</td><td>FDSC</td></tr> <tr><td>Ms. Imelda V. Favor</td><td>KE Asia Inc.</td></tr> <tr><td>Ms. Genelyn Carido</td><td>TPF Getinsa</td></tr> <tr><td>Ms. Marissa R. Franco</td><td>FDSC</td></tr> <tr><td>Mr. Elpidio Rimando</td><td>JFCA</td></tr> <tr><td>Mr. Paulo J. Oropesa</td><td>Soosung</td></tr> <tr><td>Ms. Gina Jo Ta</td><td>SPI</td></tr> <tr><td>Mr. Elpidio Velasquez</td><td>SPI</td></tr> <tr><td>Ms. Jessmirah Landingin</td><td>Egis</td></tr> </table>	Mr. Rolando Pique	Pert	Ms. Audrey Baldoy	Dravo	Mr. Rene Borromeo	Key	Ms. Cheryl David	ALAI	Ms. Jeremy Chuaquio	PKII	Mr. Sherwin Solano	Systra	Ms. Camille Jasel Mendiola	PKII	Ms. Rosalia C. Punay	FDSC	Ms. Imelda V. Favor	KE Asia Inc.	Ms. Genelyn Carido	TPF Getinsa	Ms. Marissa R. Franco	FDSC	Mr. Elpidio Rimando	JFCA	Mr. Paulo J. Oropesa	Soosung	Ms. Gina Jo Ta	SPI	Mr. Elpidio Velasquez	SPI	Ms. Jessmirah Landingin	Egis
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:00AM 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 PMO-in-Charge proceeded with the project. 																																

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The BAC Secretariat discussed the general requirements for government procurement of consulting services. During the discussion the following topics were tackled: <ul style="list-style-type: none"> • the purpose of the prebid conference, • who can participate, • proofs of bidder's eligibility, • suggested forms, • sequencing of documents, • marking and packaging suggestions, • and the BAC X contact details

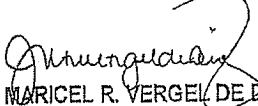

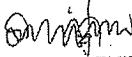
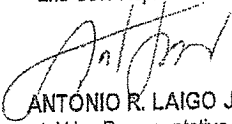

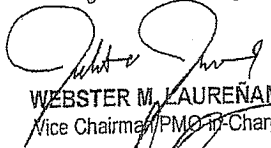
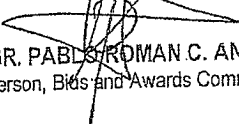
	<ul style="list-style-type: none"> • The TWG-in-Charge discussed the contents of the Technical part of the project. During the discussion the following topics were tackled: <ul style="list-style-type: none"> • the evaluation procedure, • the funding source, • the procuring entity's address, • the taxes inclusion, • the prescribed ABC and bid docs price, • the amount for each bid security, validity and its forfeiture; • the submission of copies including soft copy in flash drive; • the deadline of submission; • the guidelines for bidders presentation; • the processes for opening and evaluation of bids; • the evaluation criteria; • the schedule for opening of financial proposals and its computation; • and the address of negotiation etc. • The TWG-in-Charge discussed the contents of the Special Conditions of Contract and Terms of Reference. The bidders clarified on some part of it and the End-User answered some of those clarifications. The Committee advised them to put all their clarifications in writing. • The TWG-in-Charge discussed the tentative timeline as follows: <table border="1"> <thead> <tr> <th>Activity</th><th>Date/Time</th></tr> </thead> <tbody> <tr> <td>Advertisement/Posting Invitation to Bid</td><td>February 20, 2019</td></tr> <tr> <td>Issuance and Availability of Bid Documents</td><td>February 20, 2019</td></tr> <tr> <td>Pre-bid Conference</td><td>February 28, 2019/10:00 AM</td></tr> <tr> <td>Last Day of Issuance of Bid Bulletin</td><td>March 7, 2019</td></tr> <tr> <td>Deadline for Submission and Opening of Eligibility Proposal</td><td>March 14, 2019/10:00 AM</td></tr> </tbody> </table> 	Activity	Date/Time	Advertisement/Posting Invitation to Bid	February 20, 2019	Issuance and Availability of Bid Documents	February 20, 2019	Pre-bid Conference	February 28, 2019/10:00 AM	Last Day of Issuance of Bid Bulletin	March 7, 2019	Deadline for Submission and Opening of Eligibility Proposal	March 14, 2019/10:00 AM
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III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> • The TWG-in-Charge reminded the bidders to provide a softcopy of the proposal preferably in searchable form and to use a flash drive. • The prospective bidder requested for an extension of the proposal submission date by minimum 21 days, while other bidders request for a 30 days. <ul style="list-style-type: none"> ○ <i>The Committee took note of the request and for discussion with the End-User.</i>

- On Section II item 2.6, the prospective bidder requested on such additional documents (e.g LRT design criteria and other related documents) be provided soonest as such documents would be valuable input for their proposal.
 - ***The Committee took note of the request and for discussion with the End-User.***
- The PMO-in-Charge stated that schedule of presentation will depend if there will be an adjustment on the submission of proposals.
- The PMO-in-Charge stated that they will not accept a pre-recorded presentation e.g. YouTube presentation. The BAC AD-Hoc Member emphasized to the bidders that the Presenters shall be English Literate.
- On Section II item 25.1, the prospective bidder clarified on the corresponding weights of financial proposal given is 30%, and for technical proposal would be 70%, while during Part 1 the corresponding weights of financial proposal given is 15%, and for technical proposal would be 85%.
 - ***The PMO-in-Charge corrected it, the corresponding weights of financial proposal given is 15%, and for technical proposal would be 85%. Such correction would be issued in the Bid Bulletin.***
- On Section II item 25.3, the prospective bidder suggested to revise the mark allocations for the following:
 1. Experience and capability of the firm instead of 15 points should be 25 points
 2. Proposed solution, approach and methodology and work plan instead of 70 points should be 60 points
 3. Same 15 points for qualification of personnel to be assigned in the project.
 - ***The Committee took note of the request and for discussion with the End-User.***
- On Section V Clause 53.5, the PMO-in-Charge explained that no advance payment is allowed, but during contract negotiation, this matter can be discuss and the answer will depend on the End-User.
- On Section VI, Terms of Reference, Clause 4.6, the prospective bidder clarified will the LRTA be in charge of providing the data relevant to the traffic study and that the delay in providing the data should not be imputable to the consultant.
 - ***The End-User answered that the Consultant shall be responsible for data gathering pertaining to traffic study.***

- On Section VI, Terms of Reference, Scope of Work, the prospective bidder asked if Relocation Action Plan is the same as Resettlement Action Plan?
 - ***The End-User answered that it is the same, preparation should be if necessary. The End-user added that the RAP is not only for ISF's, if there will be any, but also includes utilities, vendors etc.***
- On Section VI, Terms of Reference item 11, for the Estimator/Quantity Surveyor, the prospective bidder noted that the nominee should be DPWH accredited. Based on our inquiry with the DPWH Procurement - Civil Works Division, they were informed that they do not have/provide such accreditation. They would like to confirm that such accreditation would not be necessary if the Consultant's nominee is a licensed engineer.
 - ***The End-User answered if the nominee for the Estimator/Quantity Surveyor is a LICENSED CIVIL ENGINEER, DPWH accreditation will no longer be required.***
- On Section VI, Terms of Reference item 11, for the Public Relations Officer the prospective bidder noted that Engineering experience is required and at the same time, it is expected that the said individual would have to draw up a Public Relations Plan. Generally, engineers are not PR practitioners. A different set of skills, experience, networking and exposure are required for PR practice. In this regard they would like to request that the requirement for engineering degree and experience be waived for the said position.
 - ***The End-User answered that they will look into the matter and will respond accordingly.***
- The prospective bidder asked if they will allow the change in the experts before the contract signing?
 - ***The End-user responded that as per GCC 39.5, replacement of personnel may be allowed during implementation of the contract, but it will not be allowed during the bidding stage.***
 - ***The PMO-in-Charge explained that during the implementation they will impose a necessary approval and penalty, but in between opening of bids and negotiation it will not be allowed.***
- The prospective bidder asked if they will consider the possibility of replacement of Key Personnel with at least same qualification and experience level?
 - ***The PMO-in-Charge explained that they will not allow the replacement of Key Personnel during the procurement stage.***

	<ul style="list-style-type: none"> • The prospective bidder asked if sub-contracting is allowed? The bidder also asked if they may be allowed to subcontract in activities such as topographic survey, geotechnical investigation, etc.. Once allowed, the Consultant would like to be clarified on the manner of payment for such services. Normally, the implementing Agency would deduct applicable government taxes from the Consultant's billing for reimbursable expenses. However, the Consultant being the contracting party with the sub-contractor, would have to pay the sub-contractor's fees inclusive of taxes as we are not an authorized withholding entity. To avoid such circumstances where the Consultant would, in effect, pay taxes twice, we would like to be apprised of the manner/procedure for payment of subcontractors. <ul style="list-style-type: none"> ○ <i>The End-User answered that sub-contracting is not allowed. The End-user also mentioned that they understand that there are activities/ancillary works that can be done by a firm or firm specializing in such scope. In this case, It is the responsibility of the Consultant to hire them or sub-contract such works. The procuring entity will have no contractual obligation with the said firm as the Contract remains with the "Consultant". Regarding the payment and taxes, the End-user answered that they will look into the matter.</i> • The prospective bidder asked for such information on numbers, types and amounts of service vehicles, computers and other IT equipment, office furniture and supplies. <ul style="list-style-type: none"> ○ <i>The End-User answered that the service vehicles, computers and other IT equipment, office furniture and supplies will depend on the Consultant since they are the one who will provide this. The End-User cited an example, based from experience that office supplies may range from P5,000 to P10,000 per month.</i> • The prospective bidder clarified the supporting documents for the CV, for international experts the original copy of the authentication documents was submitted already during Part 1 and this is valid for five (5) years, hence they can only support photocopy of the authentication document. The prospective bidder suggested if the TWG wishes to see the original copy of same, they can revisit or refer to the submitted during Part 1. <ul style="list-style-type: none"> ○ <i>The Chairperson acknowledged the suggestion of the bidder.</i>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12: 00 PM.

CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Thursday, February 28, 2019
PREPARED BY	 MS. MARICEL R. VERGEL DE DIOS Secretariat
CERTIFIED CORRECT	 DEAN KRISTINE J. GUISON End-User Representative
	 LORELIE L. REYES End-User Representative
	 ANTONIO R. LAIGO JR. Ad Hoc Representative
	 MR. JACK G. MECADO PMO-in-Charge
	<p>-not present-</p> ATTY. DIVINA GRACIA A. BACAL Regular Member, Legal
	 WEBSTER M. LAURENANA Vice Chairman/PMO-in-Charge
	 ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X