



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



## MINUTES OF MEETING

Date: Thursday, 24 January 2019	Time: 10:00 AM	Venue: TWG Conference Room
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<b>MEETING CALLED BY</b>	<b>Procurement Division VIII (PD VIII)</b>
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>
<b>PROJECT</b>	<b>Procurement of Restoration and Upgrading of Power Cables at Depot Stabling and Pureza Area for the Light Rail Transit Authority (LRTA)</b>
<b>REFERENCE NO.</b>	<b>PB#19-007-8</b>
<b>ATTENDEES</b>	<p><b>BIDS AND AWARDS COMMITTEE VIII (BAC VIII)</b>  ENGR. JAIME M. NAVARRETE, JR.      Chairperson  JOSEPH P. BALAGTAS                      Vice-Chairperson  ATTY. MICHELLE ANNE B. RECTO      Regular Member  PAUL JASPER V. DE GUZMAN          Provisional Member (PMO-in-Charge)  PAUL ARMAND A. ESTRADA              Member</p> <p><b>LRTA REPRESENTATIVES</b>  ENGR. HILFRED Q. TUSING              TWG Member  ENGR. RICHELL T. ACANTILADO</p> <p><b>BIDDER(S)</b>  ARLENE B. UNARCE                      Kinetic Phils. Electrical Const. Inc.  GIL M. MOSTOLES                         Kinetic Phils. Electrical Const. Inc.</p>
<b>CALL TO ORDER</b>	The scheduled activity started at 10:20 AM presided by Chairperson.
<b>COMPLIANCE TO R.A. 9184</b>	PS, upon determination of the required attendance of members of BAC, established quorum to conduct the activity. Furthermore, presented the invitation to observers in compliance to R.A. 9184.
<b>PRELIMINARIES</b>	<p>PS presented a walkthrough on the documentary requirements:</p> <ul style="list-style-type: none"> <li>• Highlighted the important sections in the Bidding Documents.</li> <li>• Showed the proper ways in filling out the prescribed forms.</li> <li>• Provided important reminders that the Bidder should abide and/or avoid.</li> <li>• Described the proper markings and sealing of the envelopes.</li> <li>• The Committee reminded the Bidder to avoid leaving blanks in the information required in accomplishing the forms. Further, it was instructed to indicate N/A if the details are not applicable.</li> <li>• Reminded that <i>cedula</i> is no longer acceptable. Only government-issued identifications will be recognized for notarizations.</li> <li>• Displayed the next schedule of activities.</li> </ul>






## DISCUSSION

### I. BID DOCUMENTS

<p><b>INVITATION TO BID</b></p>	<p>No further clarification.</p>
<p><b>INSTRUCTION TO BIDDERS (ITB)</b></p>	<ul style="list-style-type: none"> <li>• Per inquiry of Kinetic Phils., BAC explained that Bidders are required to submit the previous issued Mayor's Permit accompanied by an official receipt of the renewal for the current year. The latest permit, along with other required documents, shall be submitted by the Lowest/Single Calculated Bidder within five (5) Calendar Days (CDs) during post-qualification.</li> <li>• Kinetic Phils. inquired the maximum allowable period to secure the Tax Clearance. BAC reminded that Bidders must secure its latest clearance on or before the Opening of Bids (February 7, 2019).</li> <li>• Kinetic Phils. asked if it is required to submit two (2) types Bid Security as they previously submitted (Bid Securing Declaration and Bid Bond). PS informed that Bidders only need to choose one (1) among stated in Bid Data Sheet (BDS) Section 18.1.</li> <li>• On the request of Advance Payment of 15%, the BAC informed Kinetic Phils. that it is not applicable to goods. Thus, referred the Bidder to the Payment Schedule (Item 6. of Technical Specifications).</li> <li>• In relation to Lone Bidder, the BAC informed Kinetic Phils. the the procurement process of evaluation and post-qualification still proceed until it is eligible or complaint.</li> </ul>
<p><b>BID DATA SHEET (BDS)</b></p>	<ul style="list-style-type: none"> <li>• The BAC reiterated the 480-voltage requirement under the Single Largest Completed Contract (Section 5.4). kinetics will submit w/ the voltage requirement.</li> <li>• Kinetic Phils. requested the possibility of submitting an alternate supplier for the certification requirement for the Disconnecter Insulator Switch due to its difficulty on securing such. BAC and LRTA will still have to discuss this requirement.</li> <li>• The BAC gave a reminder that interested proponents must have no unsatisfactory performance or delay on delivery in their on-going or completed projects.</li> <li>• Per inquiry of Kinetic Phils., the BAC informed that Bidders which was granted extensions are acceptable.</li> <li>• The BAC clarified that the Value-Added Tax Returns should start from December backwards to the 6<sup>th</sup> month.</li> <li>• Kinetic Phils. expressed its concern in the absence of Philippine Contractors Accreditation Board (PCAB) License. Per Board's requirement, works above 200 amperes must be licensed. The BAC explained that it was earlier suggested by LRTA. The BAC will include the additional requirement (Medium A PCAB License) under Post-Qualification through Bid Bulletin.</li> <li>• On the concern of Kinetic Phils on Electronic Filing and Payment System, the BAC replied that the requirement stays as indicated in the Bidding Documents.</li> <li>• Kinetic Phils. further asked the possibility to bill early if the works were finished. The BAC replied in affirmation if there is acceptance from the End-User.</li> <li>• PS will add a statement under 16.1 of the ITB, "Activities as describe in Item 6 of the Technical Specifications..." through Bid Bulletin.</li> <li>• The BAC reiterated each requirement under the Payment Schedule and reminded that even if the Contractor has purchased supplies amounting to 70% of the Contract Price, only the maximum percentage of the Work Item (say, 40%) will be paid accordingly.</li> </ul>

<b>GENERAL CONDITIONS OF THE CONTRACT (GCC)</b>	No further clarification.
<b>SPECIAL CONDITIONS OF THE CONTRACT (SCC)</b>	<ul style="list-style-type: none"> <li>As a reiteration GCC 10.3, BAC will add a statement, "Payments shall follow the Payment Schedule indicated in Item No. 6 of the Technical Specifications..." through Bid Bulletin.</li> <li>SCC 16.1, add as second paragraph, "Activities as described in Item 6 of the Technical Specifications shall be coordinated by the Supplier with the Joint PS-LRTA Inspection and Acceptance Team."</li> </ul>
<b>SCHEDULE OF REQUIREMENTS</b>	No further clarification.
<b>TECHNICAL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>Kinetic Phils. clarified if indicating "N/A" is acceptable under the "Reference Document/Brochure" column. The BAC said that the Bidder must indicate on the specified column a cross-referenced document with a Statement of Compliance to the requirement.</li> </ul>
<b>BIDDING FORMS</b>	<ul style="list-style-type: none"> <li>On the maximum variance against the Approved Budget for the Contract (ABC), the BAC informed the Kinetic Phils. that there is none. Further, per ITB 15, as long as the offer is not above the ABC, it is acceptable.</li> <li>PS informed that Bidders may add more laborers under the Bill of Quantities depending on its requirement or preference as long as the total offer will not exceed the ABC.</li> <li>Per inquiry of Kinetic Phils., PS suggested to indicate "Supplier" or "B" as contractors under Annex "C" and "C-1" forms (last column).</li> </ul>
<b>TERMS OF REFERENCE (TOR)</b>	<ul style="list-style-type: none"> <li>LRTA manifested that Bidders should be aware of the window time of works as stated in the TOR. Generally, the Contractor can work any time specially on the depots as long as there will be no interruption on the operational revenue. These will be further discussed during the Kickoff Meeting.</li> </ul>

<b>III. OTHER MATTERS</b>	
<b>OTHER MATTERS</b>	The BAC suggested to conduct a Kickoff Meeting with the winning Bidder.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting adjourned at 11:40 AM.
<b>PREPARED BY</b>	 <b>PAUL JASPER V. DE GUZMAN</b> Provisional Member
<b>REVIEWED BY</b>	 <b>ENGR. JAIME M. NAVARRETE, JR.</b> Chairperson
<b>CONFORME</b>	 <b>JOSEPH P. BALAGTAS</b> Vice-Chairperson  <b>PAUL ARMAND A. ESTRADA</b> Member  <b>ENGR. HILFRED Q. TUSING</b> TWG Member, LRTA