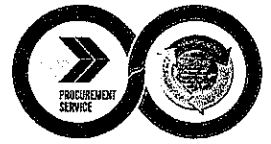




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Tuesday, February 26, 2019

1:30 PM

CONFERENCE ROOM A

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 – 19-048-9
ATTENDEES	<p>Bids and Awards Committee IX</p> <p>Ms. Dalisay Conrina P. Dela Chica Chairperson Atty. Ronald John Decano Ad-Hoc Member Engr. Jose L. Saluna, Jr. Provisional Member</p> <p>Procurement Division IX</p> <p>Mr. Vincent Joseph D. Disu Secretariat</p> <p>Other Attendees:</p> <p>Engr. Susan Agron</p> <p>Prospective Bidder/s:</p> <p>Mr. Lito Dio. NA Ibarra Construction Mr. Alan Gatpolintan New Profile</p>
CALL TO ORDER	<p>1. The scheduled Prebid Conference started at 1:30 PM with the Chairperson presiding.</p> <p>2. The Secretariat acknowledged the presence of the attendees.</p>



- 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
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	1 Lot DESIGN AND BUILD of the RENOVATION AND REHABILITATION OF THE 5TH FLOOR OF THE SANDIGANBAYAN CENTENNIAL BUILDING	₱ 60,550,819.00	The Intended Completion Date is within Three Hundred Fifty Five (355) Calendar Days from receipt of NTP.														
BID DATA SHEET	<ul style="list-style-type: none"> • BDS Clause 5.4 <ul style="list-style-type: none"> ➤ For this purpose, similar contracts shall refer to: any contract in both design and construction with a contract amount of at least Php 30,275,409.50 ➤ • 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. <ol style="list-style-type: none"> i. Preliminary Conceptual Design Plans; ii. Design and construction methods; iii. Value engineering analysis of design and construction method. 																
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC. 																
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC. 																
TERMS OF REFERENCE	<p>The minimum years of relevant experience requirements for key personnel are the following:</p> <table border="1" data-bbox="412 1682 1341 1908"> <thead> <tr> <th data-bbox="412 1682 933 1715"><i>Key Personnel for Design</i></th> <th data-bbox="933 1682 1341 1715"><i>Minimum Relevant Experience</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="412 1715 933 1749">1. Project (Licensed Architect)</td> <td data-bbox="933 1715 1341 1749"></td> </tr> <tr> <td data-bbox="412 1749 933 1783">2. Structural Engineer</td> <td data-bbox="933 1749 1341 1783"></td> </tr> <tr> <td data-bbox="412 1783 933 1816">3. Civil Engineer</td> <td data-bbox="933 1783 1341 1816"></td> </tr> <tr> <td data-bbox="412 1816 933 1850">4. Professional Electrical Engineer</td> <td data-bbox="933 1816 1341 1850"></td> </tr> <tr> <td data-bbox="412 1850 933 1883">5. Professional Mechanical Engineer</td> <td data-bbox="933 1850 1341 1883"></td> </tr> <tr> <td data-bbox="412 1883 933 1908">6. Sanitary Engineer</td> <td data-bbox="933 1883 1341 1908"></td> </tr> </tbody> </table>			<i>Key Personnel for Design</i>	<i>Minimum Relevant Experience</i>	1. Project (Licensed Architect)		2. Structural Engineer		3. Civil Engineer		4. Professional Electrical Engineer		5. Professional Mechanical Engineer		6. Sanitary Engineer	
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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	Any Bachelors Degree (With Construction Occupational Safety and Health Training (COSH or BOSH) with minimum 5 years experience in Occupational Health and Safety.

Note:

- * Key Personnel's Affidavit of Commitment to Work on the Contract;
- * One (1) person should not be assigned to more than one (1) specific position/ designation at a time.
- * This List must be supported by individual resumes of all personnel and photocopy of PRC Licenses of the Engineers.

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

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

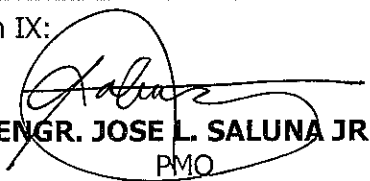
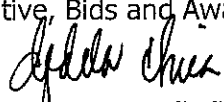
II. OTHER DISCUSSIONS

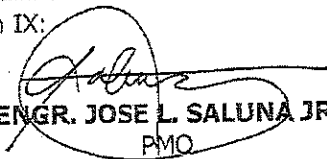
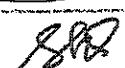
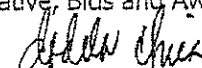
OTHER MATTERS

- The Bidder clarified the similar contract refer to any contract in both design and construction with a contract amount of at least Php 30,275,409.50.
- The Chairperson reiterated that the contractor shall have a contract in designing and constructing.
- The Bidder's clarified the components of preliminary conceptual design.
- The PMO- In-Charge clarified that the preliminary conceptual design plan consist of designing of the stairs, holding area and in the Annex "A" of the TOR consist of the Design objectives and the space requirement of each room.
- The Bidder's clarified the Environmental Specialist/Engineer.
- The PMO-In-Charge reiterated that the Environmental specialist should be a bachelor's degree holder /Engineer with at least five (5) years in the preparation of detailed Environmental Performance Report and Management Plan (EPRMP), with minimum of two (2) projects of the similar scope and nature handled within the last ten (10) years.
- The Bidder's clarified the BDS clause 13.1(b) the Bill of quantities that the quantity should be lot.
- The chairperson clarified that there should be a Bill of quantity and detailed estimate and the quantity should be in lot.
- The Bidder's proposed the Terms of Payment should be First payment 30%, Second Payment 30%, Third Payment 30% and Final Billing should be 10%. The 40% final payment indicated in the Terms of Reference will affect the cash flow of the projects since Quezon City can only issue a building permit, worst scenario, two (2) years as well as the occupancy permit.
- The End-User clarified that there will be two (2) options for the Terms of Payment.
 1. Release of final payment of 40% shall not include the occupancy permit.
 2. Approval of Supreme Court for the 30:30:30:10 payment schemes.
- The Bidder's clarified in the Terms of Reference if the structural assessment will be on the 5th floor only.
- The End-User clarified that the structural assessment should be all floors.
- The Bidder also clarified that if there is a need for retrofitting it should be shouldered by the End-User because it will cause additional cost to the project which was not indicated in the Terms of reference.

- The Chairperson reiterated that the proposal and clarification that will be answered through bid bulletin
- The Bidder's clarified in GCC clause section 39.2 in the bidding documents that what will be submitted to the procuring entity in claiming the advance payment.
- The Chairperson reiterated that the advance payment shall be made only upon the submission of the irrevocable standby letter of credit or a bank guarantee.
- The Chairperson reiterated that the proposal and clarification will be answered through bid bulletin.
- The PMO-In-Charge explained each documents needed to be submitted during the submission of bids. The PMO-In-Charge gave pointers in accomplishing each document/requirement to the bidders in order to aid the bidder to come up with a responsive submission.

TIMELINE	
CLARIFICATION	March 02, 2019
POSTING OF BID BULLETIN	March 05, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	March 12, 2019; 1:30 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, February 26, 2019.
PREPARED BY	The Procurement Division IX:  ENGR. JOSE L. SALUNA JR. PMO
CERTIFIED CORRECT	ATTY. RONALD JOHN DECANO Ad-Hoc Representative, Bids and Awards Committee IX  MS. DALISAY CONTRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX

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