



MINUTES OF MEETING

Wednesday, July 31, 2019	10:00AM	TWG ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Prebid Conference	
PROJECT	Proposed Infrastructure Development of BOQ Main Building Phase I	
REFERENCE NO.	PB No. 19-225-5	
ATTENDEES	<p>Bids and Awards Committee V: Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice-Chairperson Engr. Nicole John D. Cabueños Provisional Member</p> <p>Procurement Division V: Ms. Jessica G. Gapuz Member Engr. Yuji Hoshina Member Ms. Rosemarie Andulan Member Mr. Jules Amiel D. Angeles Secretariat</p> <p>End-user's Representatives Ar. Rossana Raymundo DOH-HFEP Engr. Corinthia Aguilay BOQ Ar. Bob Harvey Rosco BOQ</p> <p>Prospective Bidders: Mr. Kristoffer Lingan Dandex Construction Mr. Khryss Ong-Hay Dandex Construction Mr. John Rustom Caluag C.B. Garay Philwide Builders Mr. Leonardo Caluag C.B. Garay Philwide Builders Mr. Jon Sabarillo A.D. Sabarillo Jr. Inc. Mr. Mariano Resurreccion RSP Lim Construction Mr. Robert John Petarver RSP Lim Construction Mr. Vhal Tapang New Profile Construction Mr. Joselito Sanchez New Profile Construction Mr. Reydin Panzalan NVSP Construction Mr. Alen Michael S. Centeno A.E. Centeno Construction Mr. Wifredo Revoltar Rimar Construction</p>	

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:35 AM with the Chairperson presiding. 2. PMOIC acknowledged the presence of the attendees. 3. Having established the quorum. The PMOIC likewise reported that observers were invited but none confirmed attendance. 4. The Chairperson asked the prospective bidders if they already have knowledge in government procurement. Notwithstanding, he then asked the PMOIC to proceed with the powerpoint presentation of general requirements in government procurement of infrastructure project.
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DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	<p>ITB Clause 2 page 4</p> <p>The Chairperson discussed the schedule of bidding activities, then asked if prospective bidders have already inspected the construction site.</p> <p>The End-User responded that by now, only one contractor examined the site.</p> <p>Given that all the present prospective bidders have not yet visited the site, the Chairperson proposed to schedule another site inspection.</p> <p>The End-user answered in the affirmative.</p> <p>In consideration with the site inspection, the timeline of the bidding activities are adjusted as follows:</p> <table border="1" data-bbox="454 1400 1417 1706"> <tr> <td>Site Visit</td><td><u>Until August 2, 2019; 8:00 AM – 4:00 PM</u></td></tr> <tr> <td>Deadline of Request for Clarification</td><td><u>August 6, 2019</u></td></tr> <tr> <td>Issuance of Bid Bulletin</td><td><u>August 9, 2019</u></td></tr> <tr> <td>Deadline of Submission and Opening of Bids</td><td><u>August 16, 2019; 10:00 AM</u></td></tr> </table> <p>The Chairperson told to the prospective bidders, that the committee will issue a bid bulletin in correspond to the said changes.</p>	Site Visit	<u>Until August 2, 2019; 8:00 AM – 4:00 PM</u>	Deadline of Request for Clarification	<u>August 6, 2019</u>	Issuance of Bid Bulletin	<u>August 9, 2019</u>	Deadline of Submission and Opening of Bids	<u>August 16, 2019; 10:00 AM</u>
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BID DATA SHEET	<p>BDS Clause 12.1(b)(ii.3) page 40</p>								

	<p>Based on the equipment required. A prospective bidder asked if there is embankment in this project.</p> <p>The End-User responded in the negative.</p> <p>BDS Clause 13.1(b) page 41</p> <p>The PMOIC made clear to the prospective bidders, in preparing the detailed estimates, the VAT to be use must be 12%.</p> <p>BDS Clause 18.1 page 41-42</p> <p>The amount of Bid Security should not be less than the amount indicated in the bidding document. If the will use Cashier's/Manager's Check as form of bid security, it must be payable to Procurement Service, as explained by the PMOIC</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>GCC Clause 32 Page 35</p> <p>A prospective bidder asked if another Performance Security is needed aside from the Bond that must be posted to Procurement Service.</p> <p>The end-user took note the concern, and will validate with the Philippine Ports Authority (PPA) if they require a seperate performance security.</p> <p>Further, the same bidder stated that the End-User must secure the building permit/permit to construct from the Philippine Ports Authority (PPA) prior the implementation of the project. The bidder also mentioned that the staging area for the construction is limited. He then suggested to the End-User to asked the PPA for supplementary space where the contractor can store the necessary materials for constructing the project.</p> <p>The End-User clear that they will give assistance to the winning contractor in securing the permit from the Philippine Ports Authority (PPA). Nevertheless the End-User took note the concerns of the prospective bidder.</p>
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION

TECHNICAL SPECIFICATIONS	<p>The Technical Working Group Representative (TWG) from Bureau of Quarantine discussed the overview of the project and the delineation between the phase I and phase II.</p> <p>The TWG briefly discussed the scope of works and technical specification of the project. Further, the TWG emphasized the foundation works where it is consist of two stage. The contractor have to improve the soil by jet grouting before the mat foundation.</p>
DRAWINGS	<p>The PMOIC informed the bidders that the attached drawings is for bidding purposes only and the signed and sealed drawings will be provided to the winning bidder</p> <p>xxx</p> <p>One of the prospective bidders suggested to recheck the mat foundation design as per actual soil bearing capacity after soil improvement, as well as the bill of quantities.</p>
BILL OF QUANTITIES	<p>Structural Works</p> <p>A prospective bidder asked information regarding soil improvement (jet grouting)</p> <p>The End-User discussed that based on the soil investigation, the current soil profile of the site is feeble thus it is compulsory to do soil improvement by jet grouting the soil strata.</p> <p>The bidder then request for a copy of soil test conducted by the Bureau of Quarantine.</p> <p>The End-user said that they will include the soil investigation in the bid bulletin.</p> <p>xxx</p> <p>The PMOIC emphasize to the bidders that they need to sign each and every page of the Bill of Quantities as well as the Bid Form.</p>
BID FORM	<p>NO DISCUSSION</p>
OTHERS	<p>A prospective bidder asked if a certificate/affidavit of site inspection is required.</p> <p>The PMOIC reply that for this project, certificate/affidavit of site inspection is not required.</p> <p>The End-User added that it is advisable to conduct a site inspection for the</p>

	bidder to be able to prepare more competitive and accurate bid.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:45 PM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on July 31, 2019.
PREPARED BY	<p>The Procurement Division V:</p> <p>(SGD.) ENGR. NICOLE JOHN D. CABUEÑOS Member</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee V:</p> <p>(SGD.) MR. JACK G. MERCADO Vice-Chairperson</p> <p>(SGD.) MR. WEBSTER M. LAUREÑANA Chairperson</p>

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.