



MINUTES OF MEETING

Friday, August 30, 2019

10:00 AM

CONFERENCE C

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Prebid Conference
PROJECT	Design and Build of Radiology Extension Building for Hemodialysis Provision, MRI Provision, CT Scan Provision and Wellness Area for Senior Citizen for the Basilan General Hospital (BGH)
REFERENCE NO.	PB NO. 19-270-5
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureña Ms. Maria Bernardina L. Idris Engr. Nicole John D. Cabueños Chairperson AdHOC Member Provisional Member (PMOIC)</p> <p>Procurement Division V Ms. Rosemarie N. Andulan Ms. Jessica G. Gapuz Engr. Yuji C. Hoshina Secretariat Member Member</p> <p>PS Consultants Engr. Elmer H. Dorado Engr. Jude John D. Deseo</p> <p>End-User Representatives Mr. Marc Anthony Aparecio Mr. Eric Bel Sanico Mr. Toti Fernando Ms. Marilyne Ibarra TWG Member – BGH Basilan General Hospital Basilan General Hospital Alternate AdHoc Member</p> <p>Prospective Bidders Engr. Macapagal Wahid SKNS Const. Enterprises</p>
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-Bid Conference started at 10:00 AM with the Chairperson presiding.2. Engr. Hoshina acknowledged the presence of the attendees and stated

	<p>that a quorum was established.</p> <p>3. Engr. Hoshina then informed the Committee that observers were invited but none confirmed attendance. With the sending of the Invitation, however, the requirement is deemed to have been complied with.</p>
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DISCUSSION

BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	The PMOIC discussed the contents included of the bidding documents. No questions, clarifications and/or amendments were raised.
BID DATA SHEET	The PMOIC discussed the contents included of the bidding documents. No questions, clarifications and/or amendments were raised.
SPECIAL CONDITIONS OF THE CONTRACT	The PMOIC discussed the contents included of the bidding documents. No questions, clarifications and/or amendments were raised.
SPECIFICATIONS	<ol style="list-style-type: none"> 1. The prospective bidder clarified if this will be designed by them first. The End-User affirmed this. 2. The End-User stated that the Ramp 2 Basement will be removed as they had bought the adjacent lot to serve as a parking space for the vehicles. The End-User stated that this will be included in the bid bulletin. 3. Engr. Dorado clarified if this project will be simultaneous to the Storm Drainage project of BGH. The End-User confirmed this. Engr. Dorado asked if the bidder can nominate the same personnel for both of the projects. The PMOIC clarified that this should be another set of personnel since they're two projects. 4. The End-User clarified to the Committee if the prospective bidders can propose the same technical personnel since the two projects will share the same site. Engr. Dorado replied that this depends if the End-User will allow. Engr. Dorado also stated that the manpower schedule of the personnel should not overlap should a staff be proposed to the two projects. The Chairperson stated that the provisions will be revisited if this can be allowed. The PMOIC told the prospective bidder to have this written as a request or clarification should the bidder intend to propose the same staff/s for both projects.
BIDDING FORMS	The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.

II. OTHER DISCUSSIONS

OTHER MATTERS	<ol style="list-style-type: none"> 1. The PMOIC reiterated the notarization of the documents. He added that the identification card used for the notarization must be stated as well as the identification number pursuant to notarization rules. 2. The PMOIC further clarified that the pages of the ANNEX "A" – Financial Bid Form of the prospective bidders should all be signed with a full signature. 3. The Chairperson stated that if the bidders still have any questions/clarifications, they can put it in writing and send it within the prescribed period stated in the bidding documents. 4. The AdHoc Member clarified on the payment of the project. The prospective bidder clarified on who will issue payment for the project. The Chairperson replied that all payments will be done by the Procurement Service until project completion. 5. The prospective bidder asked on how the inspection for the project will be. The Chairperson replied that the Inspection Division of the Procurement Service will go to the project site with the representatives of BGH for the progress probe. 6. The prospective bidder asked on the progress billing for the project. The PMOIC replied that this will be in a staggered payment scheme with only the retention bond deducted on every billing.
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:00 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on Friday, August 30, 2019.
PREPARED BY	(Sgd.) ENGR. YUJI C. HOSHINA, ECT Member, Procurement Division V
CERTIFIED CORRECT	(Sgd.) ENGR. NICOLE JOHN D. CABUEÑOS Provisional Member, Bids and Awards Committee V

(Sgd.)
MS. MARIA BERNARDINA L. IDRIS
AdHOC Member, Bids and Awards Committee V

(Sgd.)
MR. WEBSTER M. LAUREÑANA
Chairperson, Bids and Awards Committee V

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.