

# MINUTES OF MEETING

Wednesday, January 29, 2020	10:00 AM	TWG ROOM
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 4</b>																																					
TYPE OF MEETING	<b>Pre-bid Conference</b>																																					
PROJECT	<b><i>Design and Build of Closure and Rehabilitation Activities of the San Mateo Sanitary Landfill for the Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)</i></b>																																					
REFERENCE NO.	<b>PB 20-006-4</b>																																					
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <table> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Engr. Diane T. Arbitrario</td> <td>Provisional Member</td> </tr> <tr> <td>Engr. Nolan B. Francisco</td> <td>Ad-Hoc Representative</td> </tr> </table> <p><b>Procurement Division 4:</b></p> <table> <tr> <td>Ms. Angelica Denice T. Lopez</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Karen Anne F. Requintina</td> <td>Member</td> </tr> <tr> <td>Mr. Nikko C. Valenzona</td> <td>Member</td> </tr> <tr> <td>Engr. Patrick Dave D. Magpantay</td> <td>Member</td> </tr> <tr> <td>Ms. Julie U. Guimbuayan</td> <td>Member</td> </tr> <tr> <td>Mr. Mark Vincent E. Dimayuga</td> <td>Member</td> </tr> <tr> <td>Mr. Jimby S. Alcantara</td> <td>Member</td> </tr> </table> <p><b>End-User Agency(ies):</b></p> <table> <tr> <td>Mr. Raymond P. Blaquera</td> <td>EMB</td> </tr> <tr> <td>Mr. Joseph R. Revatoris</td> <td>EMB</td> </tr> <tr> <td>Mr. Antonio R. Rol</td> <td>EMB</td> </tr> </table> <p><b>Other attendees:</b></p> <table> <tr> <td>Arch. Jesus Thaddeus T. De Guzman</td> <td>PS Consultant</td> </tr> <tr> <td>Engr. Eduardo P. Solayao</td> <td>PS Consultant</td> </tr> <tr> <td>Engr. Jude John A. Deseo</td> <td>PS Consultant</td> </tr> <tr> <td>Engr. Joel Victor Salaguinto</td> <td>PS Consultant</td> </tr> </table>		Engr. Estrellita G. Fule	Chairperson	Engr. Ian T. Fajarito	Vice Chairperson	Engr. Diane T. Arbitrario	Provisional Member	Engr. Nolan B. Francisco	Ad-Hoc Representative	Ms. Angelica Denice T. Lopez	Secretariat	Ms. Karen Anne F. Requintina	Member	Mr. Nikko C. Valenzona	Member	Engr. Patrick Dave D. Magpantay	Member	Ms. Julie U. Guimbuayan	Member	Mr. Mark Vincent E. Dimayuga	Member	Mr. Jimby S. Alcantara	Member	Mr. Raymond P. Blaquera	EMB	Mr. Joseph R. Revatoris	EMB	Mr. Antonio R. Rol	EMB	Arch. Jesus Thaddeus T. De Guzman	PS Consultant	Engr. Eduardo P. Solayao	PS Consultant	Engr. Jude John A. Deseo	PS Consultant	Engr. Joel Victor Salaguinto	PS Consultant
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	<p><b>Bidder(s):</b>  Ms. Rhonna Isip  Ms. Abigail Bernardo  Ms. Mary Giselle Galicia  Ms. Lilian D. Loa  Mr. Teodoro B. Gener  Mr. Primo Alegre</p>	<p>R-II Builders, Inc.  R-II Builders, Inc.  FFJJ Construction  FFJJ Construction  FFJJ Construction  FFJJ Construction</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>The scheduled <b>Pre-bid Conference</b> started at <b>10:15 AM</b> with the Chairperson presiding.</li> <li>The Chairperson acknowledged the presence of the attendees.</li> <li>Having established the required quorum, the Secretariat proceeded with the presentation of the project.</li> </ol>	

**DISCUSSION**

**I. BID DOCUMENTS**

INVITATION TO BID	<p>ITB Clause 6  <b>XX</b></p> <p><b>R-II Builders, Inc. asked for the schedule of site inspection.</b></p> <p><i>The Provisional Member stated that the schedule of site inspection is from Mondays to Fridays except holidays. The bidders may visit the site the day after the pre-bid conference and must coordinate with Mr. Revatoris or Mr. Rol of EMB for more information.</i></p> <p><b>XX</b></p>																				
	<p>ITB Clause 7</p> <table border="1"> <thead> <tr> <th>ACTIVITIES</th> <th>SCHEDULE</th> <th></th> </tr> </thead> <tbody> <tr> <td>Advertisement/Posting of Invitation to Bid</td> <td>January 22, 2020</td> <td>PhilGEPS website, and conspicuous for this premises</td> </tr> <tr> <td>Issuance and Availability of Bid Documents</td> <td>January 22, 2020</td> <td>PS Cashie website</td> </tr> <tr> <td>Site Inspection</td> <td>From date of Posting to Opening except Saturdays, Sundays and Holidays</td> <td>Barangay San Mateo</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>January 29, 2020 at 10:00AM</td> <td>PS Confer Cristobal S</td> </tr> <tr> <td>Last day of Submission of Written Clarifications</td> <td>February 28, 2019</td> <td>PS Main C St., Paco, I pd4@ps-p</td> </tr> <tr> <td>Last day of Issuance of Supplemental Bid Bulletin</td> <td>March 2, 2020</td> <td>PhilGEPS website, P</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE		Advertisement/Posting of Invitation to Bid	January 22, 2020	PhilGEPS website, and conspicuous for this premises	Issuance and Availability of Bid Documents	January 22, 2020	PS Cashie website	Site Inspection	From date of Posting to Opening except Saturdays, Sundays and Holidays	Barangay San Mateo	Pre-Bid Conference	January 29, 2020 at 10:00AM	PS Confer Cristobal S	Last day of Submission of Written Clarifications	February 28, 2019	PS Main C St., Paco, I pd4@ps-p	Last day of Issuance of Supplemental Bid Bulletin	March 2, 2020
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*The Provisional Member discussed the schedule of bidding activities. It was clarified that the site is located in San Mateo, Rizal as indicated in the timetable.*

**INSTRUCTIONS TO BIDDERS**

**NO DISCUSSION**

ITB Clause 12.1 (a) (i)  
Page No. 41  
**X XX**

**Mayor's Permit for 2019 (submission of the bidder's recently expired mayor's permit and the Official Receipt as proof that the bidder has applied for renewal of the permit within the prescribed period is allowed; Provided that, the current and valid mayor's permit, as renewed, be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid prior to award of contract, as this would enhance competition and facilitate the procurement process.)**

*The Secretariat informed the bidders that the required mayor's permit for this project is Mayor's Permit for 2019 but a copy of the Official Receipt for their renewal for the year 2020 must also be submitted.*

**X XX**

ITB Clause 12.1(b)(ii.2)  
Page No. 43  
**X XX**

**BID DATA SHEET**

Key Personnel	No. of Personnel	Minimum Experience
Quantity Surveyor	1	Duly licensed Engineer with at least 5 years experience in the field of quantity surveying.
Terrestrial Ecosystem Management Specialist	1	Must have at least 5 years experience as a Terrestrial Ecosystem Management Specialist.

**X XX**

**The Provisional Member asked the bidders if they can comply the requirement of Terrestrial Ecosystem Management Specialist.**

*The bidders answered in the negative.*

*The Provisional Member discussed that the requirement is also equivalent to a "Forester" and asked whether the bidders will be able to comply.*

*The bidders answered in the affirmative.*

*The Provisional Member discussed that a corresponding bid bulletin will be*

*issued and that any discussion will not be considered valid unless issued through bid bulletins.*

**X XX**

ITB Clause 12.1(b)(ii.3)  
Page No. 43

ITB Clause	
12.1(b)(ii.3)	<p>The minimum major equipment requirements are the following:</p> <ol style="list-style-type: none"> <li>1. Two (2) Backhoe</li> <li>2. One (1) Dump Truck</li> <li>3. Two (2) Payloader</li> <li>4. One (1) Grader</li> </ol> <p>The list of contractor's equipment must be supported by ownership, lease and/or purchase agreements. For lease agreements, such proof must include a certification of availability of equipment from the lessor for the duration of the project. See sample forms under Section IX. Bidding Forms.</p>

**X XX**

**R-II Builders, Inc. asked what is the minimum capacity of each equipment.**

*The Chairperson stated that they do not include specific capacity for each equipment, but depends on the bidder's strategy during implementation. As long as the equipment are operational and not defective.*

**X XX**

**FFJJ Construction asked if the value engineering analysis will be submitted during the opening or upon contract award.**

*The Chairperson stated that the value engineering analysis is a technical requirement will shall be submitted on the opening of bids.*

GENERAL CONDITIONS OF CONTRACT	<i>NO DISCUSSION</i>
SPECIAL CONDITIONS OF CONTRACT	<i>NO DISCUSSION</i>

SPECIFICATIONS	<p><b>FFJJ Construction inquired if the TOR is available.</b></p> <p>The Provisional Member stated that the TOR is already available.</p>
DRAWINGS	<i>NO DISCUSSION</i>
BILL OF QUANTITIES	<i>NO DISCUSSION</i>
BIDDING FORMS	<i>NO DISCUSSION</i>

**II. OTHER DISCUSSIONS**

OTHER MATTERS	<i>NO DISCUSSION</i>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11: 45 PM</b>
CERTIFICATION	We certify that the foregoing is a true account of the <b>Pre-bid Conference</b> conducted on Wednesday, January 29, 2020.
PREPARED BY	<p><b>Procurement Division 4:</b></p> <p style="text-align: center;">(SGD.)  <b>MS. ANGELICA DENICE T. LOPEZ</b>  Secretariat</p>
CERTIFIED CORRECT	<p style="text-align: center;">(SGD.)  <b>ENGR. NOLAN B. FRANCISCO</b>  AdHoc Representative, Bids and Awards Committee 4</p> <p style="text-align: center;">(SGD.)  <b>ENGR. DIANE T. ARBITRARIO</b>  Provisional Member, Bids and Awards Committee 4</p> <p style="text-align: center;">(SGD.)  <b>ENGR. IAN T. FAJARITO</b>  Vice Chairperson, Bids and Awards Committee 4</p>