

MINUTES OF THE PRE-BID CONFERENCE OF THE PUBLIC BIDDING OF THE CONTRACT FOR THE CONSTRUCTION OF PPMC OFFICE/ MULTI-PURPOSE ROOMS HELD ON AUGUST 22, 2023 AT 10:00 AM VIA ZOOM.

I. CALL TO ORDER

The Pre-Bid Conference was called to order by Atty. Marlou P. Pacleb, Chairperson of the Bids and Awards Committee (BAC) for the Procurement of Infrastructure Projects at 10:10 a.m.

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II. PRAYER

The prayer was led by Ms. Lastina L. Baguya, Member of the Bids and Awards Committee.

III. DETERMINATION OF QUORUM AND ACKNOWLEDGMENT OF PARTICIPANTS

Atty. Pacleb requested Ms. Charlotte C. Bandolin, Head of the BAC Secretariat, to determine the existence of a quorum. She declared the existence of a quorum.

Ms. Bandolin acknowledged the presence of the following:

Bids and Awards Committee for the Procurement of Infrastructure Projects

Chairperson : Atty. Marlou P. Pacleb
Vice Chairperson : Arch. Marc Lawrence P. Aquino
Members : Ms. Eliza M. Maconocido
Ms. Lastina L. Baguya
Engr. Mennen C. Mendoza
Mr. Franklin C. Villareal
Engr. Epifanio C. Balangue

Technical Working Group

Head : Mr. Rene J. Difuntorum
Members : Engr. Saturnino L. Buccat, Jr.
Mr. Anthony C. Hidalgo
Ms. Abigail Q. Peralta

BAC Secretariat

Head : Ms. Charlotte C. Bandolin
Members : Mr. Carlo S. Escalona
Mr. Iñigo T. Balagot

Observers:

PPMC Internal Auditor

Ms. Rubilyn P. Cabiles

Prospective Bidder:

Sapitola Construction

Mr. Mark Angelo C. Inong

IV. DISCUSSION

Atty. Pacleb presented the agenda to the body.

After the presentation of the Agenda, Atty. Pacleb asked for a motion for the approval of the agenda. Upon motion made by Arch. Aquino and which was duly seconded by Ms. Baguya, the Agenda was approved.

Atty. Pacleb stated that what is being procured is the Contract for the Construction of PPMC Office/ Multi-Purpose Rooms with an Approved Budget for the Contract (ABC) of One Million Five Hundred Thousand Pesos (Php 1,500,000.00).

4.1 Bidding Documents

Atty. Pacleb asked Ms. Bandolin to discuss the provisions under the Invitation to Bid. Ms. Bandolin read out the following from the Invitation to Bid:

1. The Poro Point Management Corporation (PPMC), through the approved PPMC Corporate Budget for CY 2023, intends to apply the sum of One Million Five Hundred Thousand Pesos (Php 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the Contract for the Construction of PPMC Office/Multi-Purpose Rooms/ PPMC2023-041. Bids received in excess of the ABC shall be automatically rejected/disqualified at bid opening.

The Poro Point Management Corporation (PPMC) now invites bids for the above Procurement Project. Completion of the Works is required within Seventy-Five (75) calendar days from the issuance of Notice to Proceed. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Interested bidders may obtain further information from Poro Point Management Corporation thru the BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested bidders which started on August 14, 2023 or until the deadline for submission of Bids on September 4, 2023 before 10:00 a.m. from given address and website/s below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

The complete set of bidding documents and form in PDF Format may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Payment of the bidding documents may also be done through bank payment; details are as follows:

Name of Bank: Landbank of the Philippines, San Fernando, La Union Branch
Account Name: Poro Point Management Corporation
Current Account Number: 0202021824

Upon payment, bidders are required to submit their proof of payment and email it to ppmcbacsecretariat@gmail.com in order for PPMC to issue an Official Receipt which will also be emailed to the bidder's email address together with the Complete Set of the Bidding Documents and Issuance of Bidding Documents Form. Upon receipt of the e-mail from the BAC Secretariat, bidders are required to e-mail back the Issuance of Bidding Documents Form.

PPMC is currently conducting the Pre-bid Conference.

Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below or electronic submission at ppmcbacsecretariat@gmail.com on or before September 4, 2023 at 10:00 a.m. Philippine Standard Time.

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

For Electronic submission of proposals, submission may be done through electronic mail and proposals must be duly received by the BAC Secretariat through the email address, ppmcbacsecretariat@gmail.com on or before August 1, 2023 at 10:00 a.m., provided that the following will be observed:

- a. Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the submitted proposal;

Bidders may use the following for archiving and password protection of the proposals.
(Example: WinRar, WinZip)

For the security of proposals submitted, the Bidders may use the following to encrypt their files. (Example: MS Word, Adobe Acrobat)

- b. Allow access to a password-protected Technical Proposal and password-protected Financial Proposal on opening date and time.

The passwords for accessing the file for the Technical Proposal and the Financial Proposal will be disclosed by the Bidders only during the actual opening of proposals which will be on September 4, 2023 at the time of the opening of the submitted bid.

A PDF file containing the instructions on encrypting an Archive with WinRAR and encrypting a PDF with Acrobat DC is attached to this Bidding Documents.

Late bids shall not be accepted.

All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.

Bid opening shall immediately follow after the deadline for submission of bids at the given address below. The bid opening will also be available through video conferencing using Zoom platform which details are provided for in the Bidding Documents.

Representatives of the bidders may attend in person or online via Zoom Conferencing who shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of bids to ensure connection to the Zoom Meeting Room. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The bidder cannot question activities that were conducted in his/her absence.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

The BAC-Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum and the name of the suppliers who submitted bids. Thereafter, the BAC Secretariat shall officially announce the start of the bid opening.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Poro Point Management Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in

accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

MS. CHARLOTTE C. BANDOLIN
Head, BAC Secretariat
Poro Point Management Corporation Gov. Joaquin L. Ortega Avenue
Poro Point Freeport Zone
Poro, City of San Fernando 2500, La Union
Mobile Number: 09458222033
Email Address: ppmcbacsecretariat@gmail.com
Website: www.poropointfreeport.gov.ph

4.2 Documents to be Submitted

Atty. Pacleb enumerated the following documents which shall be submitted:

- Form 1, Letter of Intent

The letter of intent must be submitted on or before the deadline for submission of bids. Bidders can now submit the letter of intent or they can also submit it as part of the Technical Component of their bid. The letter of intent is a requirement in the event that there is only one (1) bidder.
- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- Form 2, Statement of all Ongoing Government and Private Contracts including contracts awarded but not yet started.
- Form 3, Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid.
- Philippine Contractors Accreditation Board (PCAB) License
- Form 4, Bid Securing Declaration
- Organizational chart for the contract to be bid
- Form 5, List of contractor's key personnel
- Form 6, Key Personnel Individual Resume
- Form 7, List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements
- Form 8, Omnibus Sworn Statement
- Form 9, Computation of Net Financial Contracting Capacity (NFCC)

- Form 10, Financial Bid Form
- Form 11, Summary of Bid Prices in the Bill of Quantities
- Form 12, Bill of Quantities
- Duly accomplished Detailed Estimates Form
- Cash Flow by Quarter

Atty. Pacleb stated that Class “A” eligibility documents supporting the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR of RA 9184 will be submitted during post-qualification.

Atty. Pacleb reiterated that for the computation of Financial Proposal, bidders shall use 12% VAT in their computation.

Discussion of Specifications and Drawings

Atty. Pacleb requested Arch. Aquino to discuss the specifications and drawings.

Arch. Aquino discussed that the following are included in the specifications for the construction of PPMC Office/Multi-Purpose Rooms:

- Site Works
- Earthworks, Excavation and Fills
- Concrete Works
- Masonry Works
- Rebars and Steel Works
- Plastering Works
- Roof Framing Works
- Tinsmithry Works
- Ceiling Works
- Painting Works
- Tile Works
- Formworks and Scaffolds
- Doors and Window Works
- Electrical
- Plumbing, Sanitary Work and Water Line
- Safety

Arch. Aquino proceeded to discuss the drawings.

The drawings are composed of seven sheets as follows:

1st Sheet:

- Perspective

- Vicinity Map
- Site Development Plan

2nd Sheet:

- Floor Plan
- Left Elevation
- Front Elevation
- Reflected Ceiling Plan
- Right Elevation
- Rear Elevation

3rd Sheet:

- Section Thru “A-A”
- Section Thru “B-B”
- Doors and Windows Schedule
- Finishing Details
- Toilet and Bath Details
- Kitchen Details

4th Sheet:

- Foundation Plan
- Beam Details
- Column Footing Details

5th Sheet:

- Grade Beam Plan
- Roof Framing Plan
- Roof Beam Plan
- Roof Details

6th Sheet:

- Lighting Layout
- Power Layout
- Load Computation
- Electrical Legend
- Riser Diagram
- Electrical Notes

7th Sheet:

- Water Layout
- Sewer Layout
- Septic Tank Details
- Plumbing Details and Notes

Further, Arch. Aquino read out the Bid Data Sheet, as follows:

ITB Clause																												
5.2	For this purpose, contracts similar to the project refer to contracts which have the same major categories of work, which shall be: Construction of vertical structures/buildings.																											
7.1	Subcontracting is not allowed.																											
10.3	Valid Philippine Contractors Accreditation Board (PCAB) license with size and range of at least Small B.																											
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" data-bbox="443 734 1449 1059"> <thead> <tr> <th data-bbox="443 734 783 813"><u>Key Personnel</u></th> <th data-bbox="783 734 1139 813"><u>General Experience</u></th> <th data-bbox="1139 734 1449 813"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="443 813 783 857">Project Manager</td> <td data-bbox="783 813 1139 857">5 years</td> <td data-bbox="1139 813 1449 857">2 years</td> </tr> <tr> <td data-bbox="443 857 783 902">Project Engineer</td> <td data-bbox="783 857 1139 902">2 years</td> <td data-bbox="1139 857 1449 902">1 year</td> </tr> <tr> <td data-bbox="443 902 783 947">Materials Engineer</td> <td data-bbox="783 902 1139 947">2 years</td> <td data-bbox="1139 902 1449 947">1 year</td> </tr> <tr> <td data-bbox="443 947 783 992">Safety Officer</td> <td data-bbox="783 947 1139 992">2 years</td> <td data-bbox="1139 947 1449 992">1 year</td> </tr> <tr> <td data-bbox="443 992 783 1037">Foreman</td> <td data-bbox="783 992 1139 1037">2 years</td> <td data-bbox="1139 992 1449 1037">1 year</td> </tr> <tr> <td data-bbox="443 1037 783 1059"></td> <td data-bbox="783 1037 1139 1059"></td> <td data-bbox="1139 1037 1449 1059"></td> </tr> </tbody> </table> <p data-bbox="421 1088 1374 1122">General experience pertains to over all work experience as key personnel.</p> <p data-bbox="421 1151 1426 1218">Relevant experience pertains to work experience as a key personnel similar to the contract to be bid.</p> <p data-bbox="421 1247 1398 1281">There shall be separate individuals who will occupy the aforesaid positions.</p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	5 years	2 years	Project Engineer	2 years	1 year	Materials Engineer	2 years	1 year	Safety Officer	2 years	1 year	Foreman	2 years	1 year									
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12	None																											
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:																											

	<p>a. The amount of not less than Php 30,000.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than Php75,000 [five percent (5%) of ABC] if bid security is in Surety Bond.</p>
16	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p> <p>For Electronic submission of proposals, submission may be done through electronic mail and proposals must be duly received by the BAC Secretariat through the email address, ppmcbacsecretariat@gmail.com on or before September 4, 2023 at 10:00 a.m., provided that the following will be observed:</p> <p>c. Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the submitted proposal.</p> <p>Bidders may use the following for archiving and password protection of the proposals. (Example: WinRar, WinZip)</p> <p>For the security of proposals submitted, the Bidders may use the following to encrypt their files. (Example: MS Word, Adobe Acrobat)</p> <p>d. Allow access to a password-protected Technical Proposal and password-protected Financial Proposal on opening date and time.</p> <p>The passwords for accessing the file for the Technical Proposal and the Financial Proposal will be disclosed by the Bidders only during the actual opening of proposals which will be on September 4, 2023, at the time of the opening of the submitted bid.</p> <p>A PDF file containing the instructions on encrypting an Archive with WinRAR and encrypting a PDF with Acrobat DC is attached to this Bidding Documents.</p>
19.2	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20	<p>Within five (5) calendar days from receipt by the bidder of the notice from the BAC that the bidder has the Lowest Calculated Bid, the bidder shall submit to the BAC its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).</p> <p>Class "A" eligibility documents supporting the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR of RA 9184 and Statement under oath that the firm/company is free from any tax liabilities shall also be submitted during post-qualification.</p>
21	<p>Submission of the following additional contract documents:</p> <p>Construction schedule and S-curve Manpower schedule Construction methods Equipment utilization schedule Construction safety and health program approved by the Department of Labor and Employment</p>

	PERT/CPM or other acceptable tools of project scheduling. Affidavit of No Sub-Contracting
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4.3 Bid Evaluation

For the Detailed Evaluation of Bids, the BAC will check the correctness and completeness of the data provided by the bidders. The BAC will determine the ranking of the bids and determine the Lowest Calculated Bid.

4.4 Post Qualification

Atty. Pacleb stated the bidder which submitted the Lowest Calculated Bid (LCB) will be notified for the conduct of a Post-qualification. If the bidder which submitted the LCB passed the post-qualification, contract award and implementation will follow.

4.5 Contract Award and Implementation

Atty. Pacleb stated that the BAC will be recommending the Lowest Calculated and Responsive Bid for the award of the contract. Attached to the Notice of Award is the contract.

As provided for in the bidding documents, completion of the works is required within Seventy Five (75) calendar days from the issuance of Notice to Proceed

4.6 Warranties

Atty. Pacleb stated that bidders shall abide to the warranties as specified under Section 62 of the 2016 Revised IRR of RA 9184.

4.7 Offenses and Penalties

Atty. Pacleb requested Engr. Mendoza to discuss the Offenses and Penalties. Engr. Mendoza read out the offenses and penalties as follows:

65.1. Without prejudice to the provisions of R.A. 3019 and other penal laws, public officers who commit any of the following acts shall suffer the penalty of imprisonment of not less than six (6) years and one (1) day, but not more than fifteen (15) years:

- a) Opening any sealed bid including but not limited to Bids that may have been submitted through the electronic system and any and all documents required to be sealed or divulging their contents, prior to the appointed time for the public opening of Bids or other documents.
- b) Delaying, without justifiable cause, the screening for eligibility, opening of bids, evaluation and post evaluation of bids, and awarding of contracts beyond the prescribed periods of action provided for in this IRR.

- c) Unduly influencing or exerting undue pressure on any member of the BAC or any officer or employee of the Procuring Entity to take a particular action which favors, or tends to favor a particular bidder.
- d) Splitting of contracts which exceed procedural purchase limits to avoid competitive bidding or to circumvent the limits of approving or procurement authority.
- e) Abuse by the HoPE of his power to reject any and all bids as mentioned under Section 41 of the Act and this IRR, with manifest preference to any bidder who is closely related to him in accordance with Section 47 of the Act and this IRR.

When any of the foregoing acts is done in collusion with private individuals, the private individuals shall likewise be liable for the offense.

In addition, the public officer involved shall also suffer the penalty of temporary disqualification from public office, while the private individual shall be permanently disqualified from transacting business with the Government.

65.2. Private individuals who commit any of the following acts, and any public officer who conspires with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

- a) When two or more bidders agree and submit different bids as bona fide bidders, all the while knowing that the bid(s) of one or more of them was so much higher than the other that the latter could not be honestly accepted and that the contract will surely be awarded to the pre-arranged lowest bid.
- b) When a bidder maliciously submits different bids through two or more persons, corporations, partnerships or any other business entity in which he has an interest, to create the appearance of competition that does not in fact exist so as to be adjudged as the winning bidder.
- c) When two or more bidders enter into an agreement which calls upon one or more of them to refrain from bidding for procurement contracts, or which requires one or more of them to withdraw Bids already submitted, in order to secure an undue advantage to any one of them.
- d) When a bidder, by himself or in connivance with others, employs schemes which tend to restrain the natural rivalry of the parties or operates to stifle or suppress competition and thus produce a result disadvantageous to the public.

In addition, the public officer persons involved shall also suffer the penalty of temporary or perpetual disqualification from public office and the private individual shall be permanently disqualified from transacting business with the Government.

65.3. Private individuals who commit any of the following acts, and any public officer conspiring with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

a) Submitting eligibility requirements of whatever kind and nature that contain false information or falsified documents calculated to influence the outcome of the eligibility screening process or conceal such information in the eligibility requirements when the information will lead to a declaration of ineligibility from participating in competitive bidding.

b) Submitting Bidding Documents of whatever kind and nature that contain false information or falsified documents or conceal such information in the Bidding Documents, in order to influence the outcome of the competitive bidding.

c) Participating in a competitive bidding using the name of another or allowing another to use one's name for the purpose of participating in a competitive bidding.

d) Withdrawing a bid, after it shall have qualified as the Lowest Calculated Bid/Highest Rated Bid, or refusing to accept an award, without just cause or for the purpose of forcing the Procuring Entity to award the contract to another bidder. This shall include the non-submission within the prescribed time, or delaying the submission of requirements such as, but not limited to, performance security, preparatory to the final award of the contract.

65.4. It is understood that the above penalties and offenses shall cover all types of procurement whether done manually or electronically.

65.5. When the bidder is a juridical entity, criminal liability and the accessory penalties shall be imposed on its directors, officers or employees who actually commit any of the foregoing acts. If a person previously held liable or found guilty under the provisions of the Act and this IRR has a controlling interest in a prospective bidder-entity, the said bidder-entity shall be disqualified to participate in any procurement activity being conducted by the Government.

4.8 Supplemental Bid/Bulletin

Atty. Pacleb stated that if there will be queries, this can be put in writing and this will be answered through the issuance of a Supplemental/Bid Bulletin. Atty. Pacleb stated that bidders are given until August 24, 2023 to request for clarification. The issuance of Supplemental/Bid Bulletin will be until August 25, 2023.

4.9 No Contact Rule

Atty. Pacleb stated that if bidders will have clarifications or request for information, these shall be done in writing through the official e-mail address of PPMC. All communications shall be done in writing through the BAC Secretariat through the official e-mail address of PPMC.

4.10 GPPB Resolutions No. 03-2018, GPPB Circular No. 02-2018, GPPB Resolution No. 09-2020

Atty. Pacleb reiterated that for the submission of bids, bids shall be submitted on or before the deadline because late submission of bid shall not be accepted. Bids can be submitted either manually or electronically provided that instructions indicated in the bidding documents will be followed.

Bidders shall also follow strictly the form as provided in bidding documents and do not leave blank spaces.

V. REQUEST FOR CLARIFICATIONS/QUESTIONS AND ANSWERS

Atty. Pacleb asked the bidder and BAC for any comments or suggestions.

There were no clarifications/ questions raised during the pre-bid conference.

VI. ADJOURNMENT

There being no other matters to be discussed the meeting was adjourned at 11:30 AM.

Prepared by:

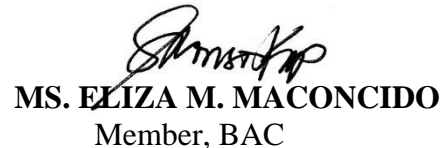


Ms. Charlotte C. Bandolin
Head, BAC Secretariat

BIDS AND AWARDS COMMITTEE FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS:



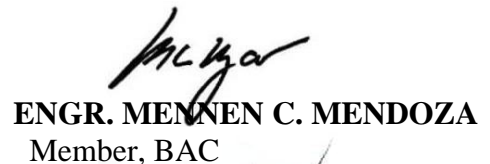
ARCH. MARC LAWRENCE P. AQUINO
Vice Chairperson



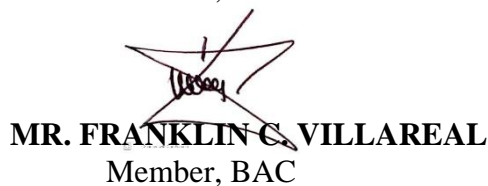
MS. ELIZA M. MACONCIDO
Member, BAC



MS. LASTINA L. BAGUYA
Member, BAC



ENGR. MEMNEN C. MENDOZA
Member, BAC



MR. FRANKLIN C. VILLAREAL
Member, BAC



ENGR. EPIFANIO C. BALANGUE
Member, BAC



ATTY. MARLOU P. PACLEB
Chairperson