

MINUTES OF PRE-BID CONFERENCE

Construction of New Lighting Tower and Lighting System at Ultra Track and Field (Rebid)

June 25, 2019 11:00 AM

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors:

	Name	Company/Address
1.	Jhun Guisdan	HGW-3 Eng'g & Const'n Poblacion Sablan, Benguet/Pines Hill Business Center, Baguio City
2.	Irish Faeldan	Felsco Inc. Blk 2 Lot 3 Isarog Country Homes, Putatan, Muntinlupa City
3.	Jess Laganson	FFJJ Cruz Cotabato City
4.	Azner Fungo	Tokwing Construction Manila

A. BAC Members and Staff:

	Names	Position
1.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
2.	Manuel G. Bitog	BAC Member
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Abigail Marie V. Rivera	BAC Member Alternate
5.	Anna Christine S. Abellana	BAC Member Alternate
6.	Ethel M. Goh	BAC Secretary
7.	Jun Michael T. Unzo.	Assistant BAC Secretary
8.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
9.	Jeanette B. Dinglasan	BAC Secretariat Support Staff
10.	Ariel Flores	BAC Secretariat Support Staff
11.	Justine Anne Buhat	BAC Secretariat Support Staff

B. TWG:

1.	Engr. Victoria Moya	TWG Member
2.	Engr. Pedro Pineda	TWG Member

C. Observer:

1.	Cyrill Gay Celerinos	COA Representative
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D. Others:

1.	Engr. Jose Damole	Consultant
2.	Engr. Lady Jean Nolasco-Bujawe	PMO Representative
3.	Iris Hazel Anna Lacorte	PMO Representative
4.	Engr. Jomari Cruz	PMO Representative

The BAC Vice Chairman, the presiding officer, called to order the Pre-Bid Conference for the project: **Construction of New Lighting Tower and Lighting System at Ultra Track and Field (Rebid)**, with an Approved Budget for Contract of **Seventy-One Million Three Hundred Twenty-Nine Thousand Two Hundred Six Pesos & 46/100 (Php 71, 329, 206.46)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Philgeps and Manila Times on June 16, 2019.

The BAC Vice Chairman acknowledged the presence of the members of the BAC, the Technical Working Group (TWG), the BAC Secretariat and its Support Staff, and Commission on Audit (COA) Representative. The Philippine Chamber of Commerce, Inc. (PCCI), Philippine Constructors

Association Inc. (PCAI) and Philippine Institute of Civil Engineers, Inc. (PICE) were also invited, however, the said offices failed to send their representatives to attend the said Pre-Bid Conference.

The BAC Chairman also acknowledged the presence of the prospective bidders (*the company name, its address and representatives as listed above were mentioned*).

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Vice Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must be strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

The Vice BAC Chairman turned over the chair to the BAC Secretary and the latter discussed the requirements.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Infrastructure must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit whose validity period had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Article of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder including its Amendments thereto, if any. The General Information Sheet for 2019 shall also be submitted in case bidder is a corporation. In case the following documents are not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.
5. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture, in case bidder does not have Joint Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT NON-APPLICABILITY**.
6. Mayor's Permit/Business Permit (valid for the current year-2019)
7. Duly signed and notarized statement of completed AND All its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not in nature and complexity to the contract to be bid for the last five (5) years with copies of contracts.

The list shall state the following for each contract:

- a) Name of clients with contact numbers and addresses;
- b) Date of award of contract if any;
- c) Total contract cost;
8. Statement of completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty (50%) percent of the ABC.
9. Income Tax Return (ITR) for 2018, (CTC by the BIR). and Audited Financial Statement for 2018 stamped "Received" by the BIR and/or its duly authorized/accredited Agency or Banking Institutions.
10. Valid PCAB License & Registration for the type and cost of the contract to the bid with Certificate of Health and Safety Officer. For Joint Venture, a special PCAB License and Registration shall be presented.
11. Net Financial Contracting Capacity (NFCC) computation at least equal to the ABC OR Committed Line of Credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal/Commercial Bank, it shall be authenticated by a local Universal/Commercial Bank.

B.2. As to Technical Documentary Requirements:

12. Bid Security
 - Required Bid Security Form
 - Duly Signed and Notarized Bid Securing Declaration or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
13. Project Organizational Chart
14. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a list said personnel (attached photocopies of their PRC license and PTR)
15. Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with proof of ownership or contract of lease.
16. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be notarized)
17. Taxpayer's Identification Number/Certificate of Registration
18. Tax Clearance Certificate per Executive Order 398, series 2005, as finally reviewed and approved by the BIR issued for bidding purposes valid as of the date of opening of bids
19. Company Profile
20. Site Inspection Certificate
21. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin, and such other compliance with Engineering Design and Details.

The BAC Secretary turned over the floor to Ms. Berguia, a BAC Support Staff. The latter cited the scope of work of the project.

SCOPE OF WORKS

1. Mobilization of manpower and equipment.
2. Supply and installation of lighting fixtures, wire harness and electrical enclosure box (ECE). The enclosures shall be touch-safe and include drivers and fusing with indicator lights on fuses to notify when a fuse is to be replaced for each luminaire. Disconnect per circuit for each pole structure will be located in the enclosure. (As described above)
3. Supply and installation of galvanized steel poles and anchor bolt foundations. (As described above)
4. Supply and installation of complete and brand-new electrical system including wiring, cables, conduits, boards, circuit breakers, panels, gutters, contactors, from the lighting fixture to the electrical enclosure box (ECE) and to power supply.
5. Pullout and dismantling of existing feeder line
6. Supply and installation of wires / cables feeders that will supply the power of 4 poles.
7. Testing and commissioning

8. Submittal of construction plans and as built plans
9. Any chipping works, trenching or excavation works shall be restored
10. Delivery from port to site
11. Customs handling, brokerage and forwarding fee shall be shouldered by the Contractor/supplier.
12. All work shall be in accordance with Electrical Building codes as well as exposed electrical wirings.
13. Clearing and hauling of Contractor's/Supplier's excess construction materials and other related construction debris shall be with the consent of the Procuring entity representative/s.
14. Coordinate with the Procuring Entity's Representative/s for all works/related activities to avoid delay of the completion of the supply, delivery, fabrication and installation of the electrical lightings and its components.
15. The Supplier/Contractor shall provide a manual installation, kind of lightings or brochures.
16. The Supplier/Contractor shall provide a certification from the manufacturer guaranteeing Exclusivity for this project.
17. The Supplier/Contractor shall provide certification from the manufacturer guaranteeing 10 years warranty for this project.
18. The Supplier/Contractor shall provide certification from the manufacturer guaranteeing constant lighting technology.

The Qualification for the said project was cited by the BAC Secretary.

QUALIFICATION

- Contractors must have a valid PCAB licensed with principal classification of AAA and Category General Building /General building.
- Contractors must have PCAB ARCC rating Medium B for Building.
- Contractor must be in sound financial standing with annual turnover/gross billings of at least 50% of the ABC.
- Contractor must have complete construction of a structure with lighting at least 50% of the ABC.
- Contractors must have a licensed Civil Engineer, Professional Electrical Engineer and Structural Engineer.
- All engineers must have an experience in the construction of lighting tower and installation of track oval lighting.
- The company must have at least 1 project reference in the last five (5) years in the field of construction of a structure with lighting.
- All engineers must have at least five (5) years of experience in construction of a structure with lighting.

The BAC Secretary turned the floor back to the BAC Vice Chairman. The latter discussed the other requirement.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. Duly Signed Bid Prices in the Bill of Quantities/Proposal form;
 - b. Duly Signed Detailed Estimates.;
 - c. Duly Signed Cash Flow by Quarter and Payment Schedule;
 - d. Duly Signed Construction Schedule and S-Curve.
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. All original documents should be presented during the Opening of the Bids.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be brown in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be property signed, sealed and labeled.
 - Bidders shall put the word "complied" in each of the technical specification, to manifest that the technical specification has been complied with.
 - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.

- The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on July 8, 2019, 10:00 AM at the same venue.
- E. The Duly signed and notarized statement or completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. Bidders whose business permit has expired and has not secured their 2019 Business Permit may submit their 2018 Business Permit together with the Official Receipt for payment of renewal of such permit;
- G. A photocopy of signatory's Government Issued Identification Card should be attached to each notarized document.
- H. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- I. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

A bidder queried if a sub-station experience will suffice the experience needed for the project. The queried responded by Engr. Pineda, the Head of Engineering Unit, that the project is a construction of lighting tower and lighting system, sub-station alone will not suffice as to the requirement needed.

There having no other questions raised, the pre-bid conference adjourned at 11:30 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA

BAC Support Staff

Reviewed by:

ETHEL M. GOH

BAC Secretary

Noted by:

DIR. SIMEON GABRIEL M. RIVERA

BAC Vice-Chairman