

MINUTES OF PRE-BID CONFERENCE

Rehabilitation and Upgrading of Medical and Scientific Athletes Services Building (RMSC)

July 03, 2019, 10:30 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.	Nina Labayen	Lak-K Builders Co. - Unit 606 Jocfer Bldg., Commonwealth Ave. Quezon City
2.	William faeldo	LV Ledesma Construction - 36 Calle Camia, El Rio Vista, Bacaca, Davao City
3.	Doods Lozada	Petram Construction Dev't Inc. - 49 Hasmin St. Ayala Homes, Brgy. Barangka, Mandaluyong
4.	Renato Bonachita	CE Padilla Const., Inc. - #35 Don Antonio Heights, Quezon City
5.	Dominador Mendoza and Ronaldo Serran	Plerm Construction & Dev't Corp. - Sta. Clara, Sta. Maia, Bulacan
6.	Christopher Grefal	Propmech Corp. - Sta. Clara, Sta. Maria, Bulacan
7.	Jess Laganson	Jiroamo Const Corp - Rufino Pacific Tower 2/F Suite 26A Ayala Ave., Makati City

A. BAC Members and Staff:

	Names	Position
1.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
2.	Marc Edward D. Velasco	BAC Member
3.	Manuel G. Bitog	BAC Member
4.	Abigail Marie V. Rivera	BAC Member Alternate
5.	Ethel M. Goh	BAC Secretary
6.	Jun Michael T. Unzo.	Assistant BAC Secretary
7.	Oscar Papelera	BAC Secretariat Support Staff
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

B. TWG:

1.	Engr. Victoria Moya	TWG Member
2.	Engr. Pedro Pineda	TWG Member
3.	Engr. Jesus Belardo	TWG Member
4.	Erwin Guillermo	TWG Member

C. Observer:

1.	Aljandro Millete II	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
5.	Josef Christopher Mendoza	PMO Representative
6.	Engr. Kevin Ador Dionisio	PMO Representative

The BAC Vice Chairman, the presiding officer, called to order the Pre-Bid Conference for the project: **Rehabilitation and Upgrading of Medical and Scientific Athletes Services Building (RMSC)**, with an Approved Budget for Contract of **One Hundred Eighty-Three Million Nine Hundred Nine Thousand Eight Hundred Thirty-Nine Pesos & 07/100 (Php 183, 909, 839.07)**. 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 Vice 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 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 envelope) 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.

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 scope of work and qualification for the said project was cited by the BAC Secretary.

PROJECT SCOPE OF WORK

This Scope of work is supplemental to the drawings but not limited to the following:

1. Mobilization of materials, manpower and equipment.
2. Removal of unwanted Structures.
3. Provision for temporary Facilities.
4. Dismantling, removal and replacement of existing ceiling, doors and wooden partition.
5. Removal and removal of Wushu Signage.

6. Re-sanding, Polishing and application of polyurethane on wooden Flooring.
7. Removal and Replacement of existing floor and wall tiles.
8. Provide access of PWD at Main entrance, GYM and clinic.
9. Scrapping, removal, surface preparation and repainting of interior and exterior wall of the building.
10. Repainting of existing roofing application of anti-rust and water proof painting.
11. Removal and replacement of existing panel boards. Lighting fixtures, outlet, electrical wirings and switches.
12. Removal and replacement of existing sewer and water lines.
13. Replacement of existing water tanks.
14. Removal and replacements of existing toilet fixtures.
15. Provision of PWD toilet and shower.
16. Removal and replacement of glass main entrance door with logo.
17. Removal and replacements of existing glass windows.
18. Supply and installation of fire detection system, telephone system, LAN system and CCTV System.
19. Supply and installation of sprinkler system including fire pump and water tank.
20. Hauling and disposal of debris.

QUALIFICATION

- The Contractor must have valid PCAB license Category A with principal classification of General Engineering.
- The Contractor must have PCAB ARCC rating of Medium B for Building.
- The Contractor must be ISO 9001 Certified.
- The Contractor must be in sound financial standing with annual turnover/gross billings of at least 50% of the ABC.
- The Contractor must have complete construction of a structure with at least contract value of 50% of the ABC.
- The Contractor must have a licensed Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer, Materials Engineer and Safety Officers.
- All engineers must have an experience in the construction/rehabilitation of structures such as sports facilities and the like.
- The Company must have at least ten (10) years of experience in rehabilitation works.

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.

The Vice BAC Chairman instructed that the financial component must also be notarized. The BAC will issue a Supplemental Bid Bulletin.

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 15, 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.

There having no other questions raised, the pre-bid conference adjourned at 10:50AM.

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