

**Minutes of PMO-MOC-BAC Meeting
PRE-BID CONFERENCE**

October 17, 2019 @ 9:00AM, GAD Hall, PMO Bldg. 2, Port Area,
Cagayan de Oro City

A. Attendance:

1. Ruby Maria O. Gumapon - Chairperson, PMO-MOC-BAC
2. Claro Samuel P. Fontanilla - Vice-Chairperson, PMO-MOC-BAC
3. Roel Q. Madera - Regular Member, PMO-MOC-BAC
4. Antonio M. Torcino, Jr. - Regular Member, PMO-MOC-BAC
5. Edsel A. Calo - Regular Member, PMO-MOC-BAC
6. Jonathan F. Saliring - Provisional Member
7. Lexter-Lou V. Sevilla - Head, TWG-EP
8. Karel T. Sumicad - Member, TWG-EP
9. Carmelita T. Dinero - Member, TWG-EP
10. Marc M. Avellana - Head, Secretariat
11. Jonathan A. Perez - Member, Secretariat
12. Normalia B. Bazar - Observer, COA Representative
13. Candy Chan - Bidder's Representative
WEFIX Construction
14. Marillo S. Paano - Bidder's Representative
WEFIX Construction
15. Hazel Quiblat - Bidder's Representative
JEJORS Construction Corp.
16. Allona Sambaan - Bidder's Representative
JEJORS Construction Corp.
17. Isabel Dugaduga - Bidder's Representative
JEJORS Construction Corp.
18. Genelyn D. Cahig - Bidder's Representative
H&N Builders & Ent.
19. Robertson Roño - Bidder's Representative
LGC Trucking & Construction
20. Quennie Olalo - Bidder's Representative
LAJ Trucking & Builders
21. Charlene Mae Paigalan - Bidder's Representative
LAJ Trucking & Builders
22. Monna A. San Diego - Bidder's Representative
LAJ Trucking & Builders
23. Jerry Olalo - Bidder's Representative
LAJ Trucking & Builders
24. Mark Fuentes - Bidder's Representative
JC dela Vega Construction
25. Severino Pequiro - Bidder's Representative
ZET Construction
26. Butch N. Tan - Bidder's Representative
JMT Construction
27. Rodel A. Ledesma - Bidder's Representative
JEJORS Construction Corp.

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| 28. Billy E. Amamag | - Bidder's Representative
Edmond Ray Construction & Supply |
| 29. Ralph Gerona | - Bidder's Representative
Jacinto Gerona Construction |
| 30. Fidela M. Sanchez | - Member, Secretariat |

B. Meeting Proper:

1. The meeting was called to order by the PMO-MOC-BAC Chairperson, Ms. Ruby Maria O. Gumapon for the scheduled Pre-Bid Conference for the Three (3) Infra projects, as follows:

- a. ***Repair of Water Distribution System, Port Of Cagayan De Oro***
- b. ***Repair of R.C. Pier, Port of Balbagon, Mambajao, Camiguin Province***
- c. ***Repair of Damaged Concrete Pavement at Portion of Block 10, Port of Cagayan de Oro***

2. The Pre-Bid Conference started with an Opening Prayer, led by the BAC Chairperson, followed by the acknowledgement of participants, by the Secretariat. It was also informed that a Letter of Invitation was sent to the identified Gov't. Agencies and NGOs, to sit as an Observers during the conference. However, only one (1) Observer attended the conference.

3. Engr. Lexter Sevilla, the Head TWG, discussed first the Bidding Forms, as follows:

- a. **Form 1.** *Statement of all its On-Going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.*
- b. **Form 2.** *Statement of single largest Completed contract similar to the contract to be bid*
- c. **Form 3.** *Net Financial Contracting Capacity (NFCC)*
- d. **Form 4.** *Bid Securing Declaration*
- e. **Form 5.** *Omnibus Sworn Statement*
- f. **Form 6.** *Key Personnel/Format of Curriculum Vitae (CV)*
- g. **Form 7.** *Financial Bid Form*

It was clarified and reiterated that in the filling-up of those Forms, all items therein should be filled-up, else, put **none**, **zero "0"** or **N/A**, if not applicable. Specifically, in the Financial Bid Form (Form 7), it must be type-written or written in ink, not pencil, and must be signed by the bidder or its authorized representative.

4. Engr. Sevilla also discussed in details some important or salient points in the bidding documents, such as the following:

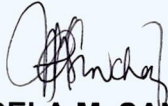
- a. Eligibility Requirements - Class A & Class B Documents (Legal, Technical & Financial Documents.)

- b. The K factor equivalent to "15" in the computation of NFCC regardless of the contract duration.
 - c. Statement of all On-going and Completed Government and Private Contracts
 - d. The validity of the PCAB license at the time of the deadline of the submission and opening of bids, and after the date of the opening of the bids.
 - e. Eligibility Requirements for Joint Ventures
 - f. Legal and Technical Eligibility Criteria, such as the Single Largest Completed Contract
 - g. Financial Eligibility Criteria (Audited Financial Statement)
 - h. Bid Security/Bid Securing Declaration
 - i. Opening and Evaluation of the 1st Envelope
 - j. Bid Validity Period
 - k. Opening and Evaluation of the 2nd Envelope
 - l. Detailed Evaluation of Bids
 - m. Post-Qualification
 - n. Recommendation of Award
 - o. Reservation Clause
 - p. Award of Contract
 - q. Performance Security
 - r. Notice to Proceed
 - s. Retention Money
 - t. Liquidated Damages
 - u. Venue and Time of Submission
5. Engr. Marc Avellana also discussed in details the proper Sealing and Marking of Bids (*as shown in the PowerPoint presentation*).
6. Engr. Sevilla also discussed the Scope of Work for the three (3) projects to be bid, as stipulated in the bidding documents, published and sold to the bidders. Moreover, he emphasized that it is the responsibility of the prospective bidders to conduct site inspection, and assumed that the bidder have inspected the project sites.
7. The BAC Chairperson encourage all the prospective bidders to write to the Bids and Awards Committee (BAC) for any further questions or clarifications within three (3) calendar days after the conference, for documentation, and the BAC will act on the same two (2) days upon receipt, or seven (7) days prior to the Bid Opening, and subsequently, to be published in the PhilGEPS and PPA Websites, as Supplemental Bid Bulletin.
8. It was clarified that all the Bidder's representative must present an Authorization of Special Power of Attorney (SPA) attesting that they are the one's authorize to attend the bidding.
9. It was also informed that during the submission of Bids, the reference or official time shall be the **Biometric Scanner** found at the PMO Bldg.2 Lobby, and that all the Bidders shall be provided with a Bundy Card wherein they shall record/reflect

the actual Date/Time of submission of their Bids. After which, the Bidder's Representative will sign on it, to be attested by the Guard-on-Duty.

After having discussed all the salient points of the pre-bid conference, the Chairperson expressed her thanks to all the bidders and the observer from COA, as well as the members of the BAC/TWG/Secretariat, the meeting was adjourned at 11:35AM.

Prepared:



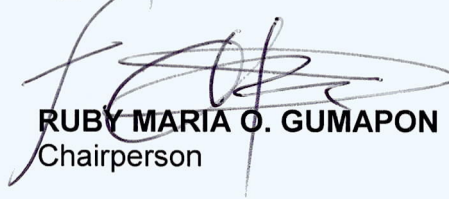
FIDELA M. SANCHEZ
Member, Secretariat

Noted by:



MARC M. AVELLANA
Head, Secretariat

Approved:



RUBY MARIA O. GUMAPON
Chairperson