

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

November 6, 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. Antonio M. Torcino, Jr. | - Regular Member, PMO-MOC-BAC |
| 4. Edsel A. Calo | - Regular Member, PMO-MOC-BAC |
| 5. Maria Amor G. Mann | - Alternate Member, PMO-MOC-BAC |
| 6. Jonathan F. Saliring | - Provisional Member |
| 7. Lexter-Lou V. Sevilla | - Head, TWG-EP |
| 9. Carmelita T. Dinero | - Member, TWG-EP |
| 10. Marc M. Avellana | - Head, Secretariat |
| 11. Ryan P. Nalzar | - Member, Secretariat |
| 11. Jonathan A. Perez | - Member, Secretariat |
| 12. Normalia B. Bazar | - Observer, COA Representative |
| 13. Janeth G. Dagopioso | - Bidder's Representative
JMT Construction |
| 14. Quennie Rose Olalo | - Bidder's Representative
LAJ Trucking & Builders |
| 15. Charissa S. Saren | - Bidder's Representative
KKCCDC |
| 16. Robertson Roño | - Bidder's Representative
ZET Construction |
| 17. Aris Simene | - Bidder's Representative
Lions (LCCD) |
| 18. Severino Q. Pequiro, Jr. | - Bidder's Representative
ZET Construction |
| 19. 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 Five (5) Infra projects, as follows:
 - a) *Replacement of Dilapidated V-Type and M-Type Rubber Dock Fender at Berth 8-10, Port of Cagayan de Oro*
 - b) *Repair, Repainting & Replacement of Port Security Lighting Facilities, Port of Balbagon*
 - c) *Rewiring of Shore Based Power Supply at Port of Benoni*
 - d) *Repair/Replacement of Security Lights along North-East Perimeter Fence & CCTV at Operational Areas, CDO*
 - e) *Repair of Damaged 128 l.m. RC Deck and 2 Units Roro Berth Along Berth 3-5, Port of CDO*

2. The Pre-Bid Conference started with the acknowledgement of participants, by the BAC-Chairperson. She informed the body that a Letter of Invitation was sent to the identified Gov't. Agencies and NGOs, to sit as an Observers during the conference, as follows:
 - a) *Commission of Audit (COA)*
 - b) *Cagayan de Oro Chamber of Commerce & Industry*
 - c) *Cagayan de Oro Good Governance Inc.*
 - d) *Catholic Bishop's Conference of the Philippines (CBCP)*
 - e) *PICE-Cagayan de Oro Chapter*
 - f) *Volunteer Against Crime and Corruption (VACC)*
 - g) *Philippine Liners Shipping Association (PLSA)*

It may be noted that only the representative from the Commission on audit attended the conference.

3. It was also informed that a Certificate of Availability of Funds (CAF) dated 24 October 2019 was issued for the above-stated projects.
4. Engr. Sevilla, the Head TWG, 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 Contracts
 - d) A valid PCAB license required as an eligibility requirement for the procurement of infrastructure projects should be valid at the time of the deadline for the submission and opening of bids. The submission of a PCAB license with validity period after the date of the opening of the bids is a ground for the prospective bidder's disqualification. (NPM 71-2013)
 - e) Eligibility Requirements for Joint Ventures. All co-venturers shall submit their legal documents, while any of the co-venturers shall submit technical and financial documents. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Sec. 8.5.2 of the 2016 IRR of RA 9184.
 - f) 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) Award of Contract
 - p) Performance Security
 - q) Notice to Proceed

- r) Retention Money
 - s) Venue and Time of Submission
5. Engr. Lexter Sevilla, continued his discussion on the Bidding Forms, as follows:
- a) **Form 1.** Bid Securing Declaration
 - b) **Form 2.** Net Financial Contracting Capacity (NFCC)
 - c) **Form 3.** Statement of all its On-Going government and private contracts, including contracts awarded but not yet started
 - d) **Form 4.** Statement of single largest Completed contract similar contract to be bid
 - e) **Form 5.** List of Equipment, Owned or Leased and/or Under Purchase Agreements, Pledge to the Proposed Contract
 - f) **Form 6.** Qualification of Key Personnel
 - g) **Form 7.** Organizational Chart
 - h) **Form 8A.** Key Personnel's Certification of Employment (for Professional)
 - i) **Form 8B.** Key Personnel's Certification of Employment (for Non-Professional)
 - j) **Form 8C.** Biodata of Key Personnel
 - k) **Form 9.** Omnibus Sworn Statement
 - l) **Form 10.** Financial Bid Form
 - m) **Form 11.** Bill of Quantities
 - n) **Form 12.** Summary of Equipment, Rental Rate, Labor Rate and Materials Unit Price
 - o) **Form 13.** Cash Flow
 - p) **Form 14.** Construction Schedule and S-Curve
 - q) **Form 15.** Manpower Schedule
 - r) **Form 16.** Equipment Schedule

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 10). It must be type-written or written in ink, not pencil, and must be signed by the bidder or its authorized representative, and the compliance of the notarial requirement as specified in the bidding forms. Also, the required proof of education and training should be attached, specifically in Qualification of Key Personnel (Form 6).

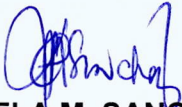
6. Engr. Marc Avellana also discussed in details the proper Sealing and Marking of Bids (*as shown in the PowerPoint presentation*). It is clarified that tabbing in the bid documents is not a mandatory requirement, however, all bidders are encourage to put tabbings in their bid documents, just for easy guide for the BAC/TWG during bid examination and evaluation.
7. Engr. Sevilla also discussed the Scope of Work for the five (5) projects to be bid, as stipulated in the bidding documents, published and sold to the bidders.
8. The BAC Chairperson encouraged all the prospective bidders to write to the Bids and Awards Committee (BAC) for any questions or clarifications within three (3) calendar days after the conference, 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.

9. The BAC also require the winning bidder/contractor to provide pictures before and after project implementation, for proper quantification of the accomplishments.
10. 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 11:05AM.

Prepared:



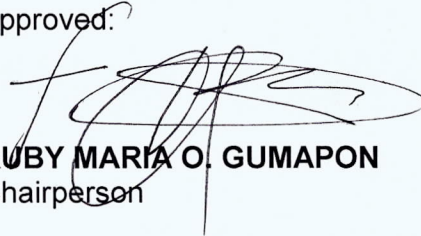
FIDELA M. SANCHEZ
Member, Secretariat

Noted by:



MARC M. AVELLANA
Head, Secretariat

Approved:



RUBY MARIA O. GUMAPON
Chairperson