

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

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

A. Attendance:

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| 1. Ruby Maria O. Gumapon | - Chairperson, PMO-MOC-BAC |
| 2. Maria Chona R. Fabia | - Alternate Member, PMO-MOC-BAC |
| 3. Maria Amor G. Mann | - Alternate Member, PMO-MOC-BAC |
| 4. Jonathan F. Saliring | - Provisional Member |
| 5. Lexter-Lou V. Sevilla | - Head, TWG-EP |
| 6. Marc M. Avellana | - Head, Secretariat |
| 7. Ryan P. Nalzar | - Member, Secretariat |
| 8. Jonathan A. Perez | - Member, Secretariat |
| 9. Normalia B. Bazar | - Observer, COA Representative |
| 10. Hazel Quiblat | - Bidder's Representative
Jejors Construction |
| 11. Isabel Dugaduga | - Bidder's Representative
Jejors Construction |
| 12. 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 project, entitled: **Repair of Passenger Operations and Amenity Building, Port of Cagayan de Oro.**
2. The Conference started with the acknowledgement of participants, by the BAC-Chairperson. Likewise, the body was informed that a Letter of Invitation dated December 9, 2019 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) *Stella Maris Seafarers Center*
 - 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 was also informed that the Invitation to Bid was posted at the PhilGEPS, PPA Website and in the conspicuous place on December 9, 2019, as well as the two (2) Supplemental Bid Bulletins issued.

3. Engr. Sevilla, the Head TWG, discussed in details some important or salient points in the bidding documents, such as the following:

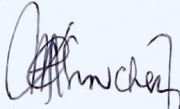
- a) Eligibility Requirements - Class A & Class B Documents (Legal, Technical & Financial Documents.). It was emphasized that if the bidder has submitted its PhilGEPS Certificate of Registration, there's no need to attach their licenses like Mayor's Permit, DTI, etc... except those expired licenses, rather, the bidder must submit proof of renewal, such as, Official Receipt.
 - 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. It must be similar to the contract to be bid, and must be 50% of the ABC. A contract shall be considered "similar" to the contract to be bid if it has the same major categories of work.
 - 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. Those Bids not providing all required items shall be considered non-responsive, and placing no price is considered as non-responsive. Specifying a "0" or "-" means it is offered for free.
 - m) Post-Qualification.
 - n) Recommendation of Award
 - o) Award of Contract
 - p) Performance Security
 - q) Notice to Proceed
 - r) Retention Money. The retention money is 10% of the Contract Price.
 - s) Venue and Time of Submission
4. Engr. Lexter Sevilla, also discussed the Scope of Work of the project to be bid, as stipulated in the bidding documents, published and sold to the bidders, as follows:
- a) Demolition/Excavation Works
 - b) Concreting Works
 - c) Masonry Works
 - d) Roofing Works
 - e) Finishes and Fixtures
 - f) Installation of Doors, Windows and Toilets Partitions

- g) Ceiling Works
- h) Electrical Works
- i) Plumbing Works
- j) Painting Works
- k) Airconditioning System
- l) Fire Detection Alarm System
- m) Covered Walkway

5. Engr. Marc Avellana 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, bidders are encourage to put tabbings in their bid documents, for easy guide by the BAC/TWG during bid examination and evaluation.
6. The BAC Chairperson supplemented that book-bounding and tabbing is encourage to preserve the integrity of the Bid Document.
7. 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 11:20AM.

Prepared:



FIDELA M. SANCHEZ
Member, Secretariat

Noted by:



MARC M. AVELLANA
Head, Secretariat

Approved:



RUBY MARIA O. GUMAPON
Chairperson