

**Minutes of the Meeting: Pre-Bid Conference
Completion of the Four (4) Storey Training Center Building
ITB 2021-DSWD-CAR-13
March 15, 2021**

Attendance

BAC Members and Secretariat:

Enrique H. Gascon Jr., Chairperson
Rina Claire L. Reyes, Vice-Chairperson (via Video Teleconference)
Aileen M. Ballesteros, End-User (via Video Teleconference)
Bernard Angayon, Technical Expert
Victor U. Bomowey, Head – BAC Secretariat(via Video Teleconference)
Kenneth Duane K. Pugoy, BAC Secretariat (via Video Teleconference)
Carlo Ray G. Diase, Procurement Section
Cynthia Joyce G. Calica, Procurement Section
Rebekah Joan F. Posadas, Procurement
Leonila G. Lapada, Procurement Section
Beverly T. Gama, Procurement Section

Technical Working Group (TWG)

John Phillip J. Lamsis, BGMS (via Video Teleconference)

Observers:

Jacob Apalla, COA Audit Team Member (via Video Teleconference)

Prospective Bidder/s:

Jayar Albo, ADL General Construction (via Video Teleconference)
Lorraine Dayne F. Gat-onen, TRYST Builders (via Video Teleconference)
Lanila D. Salayog, ASS Construction (via Video Teleconference)
Manuel P. Ciriaco, KUATAKO (via Video Teleconference)

Highlights of the Meeting:

The Pre-bid Conference was called to order by **Mr. Enrique H. Gascon Jr.**, Chairperson, Bids and Awards Committee (BAC) at 1:30PM for the *project, Completion of the Four (4) Storey Training Center Building with an Approved Budget for the Contract amounting to Seventeen Million Pesos Only (Php 17,000,000.00)*. The activity was attended by either personal appearance at the DSWD-CAR Training Center or through Video Teleconference by the members of the Bids and Awards Committee (BAC) and its secretariat, observers, Technical Working Group and prospective bidders. On the other hand, observers from Philippine Institute of Civil Engineers – Baguio Chapter, Philippine Constructors Association, Inc., and

Internal Audit Unit were invited for the aforementioned procurement activity but said observers were not able to attend.

The BAC Secretariat presented the bid documents to the prospective bidders and highlights of the discussion were reflected in the preceding table:

Part of Bidding Documents	Issue/s raised	Remarks/Agreement
Schedule of Bid Opening	The bid opening was scheduled on March 29, 2021. However, on the said date, the turnover ceremony for the Outgoing and Incoming Regional Directors were also scheduled.	It was agreed that depending on the development of schedule of BAC members, a bid bulletin may be issued regarding the possible rescheduling of bid opening.
Bid Data Sheet pertaining to ITB Clause 5.2	<p>It was specified in Bid Data Sheet that for ITB Clause 5.2, the similar contract pertains to <i>construction of building that includes the provision of elevator and generator.</i></p> <p>Section 23.4.2.4 of RA 9184 states that contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</p> <p>The representative from <i>ADL General Construction</i> raised that based on the PCAB guidelines, the provision stated under Section 23.4.2.4 of RA 9184 was referring to new PCAB licenses. Therefore,</p>	<p>It was mentioned that the BAC will resolve on the provision of prescribed SLCC. On the other hand, it was clarified that as per the currently prescribed SLCC, the determination of qualification of contractors to bid should as follows:</p> <ul style="list-style-type: none"> • For contractors that were issued with new PCAB license - may be allowed to bid even if they have no experience similar to the project to be bid. Provided that the ABC is within the ARCC of their PCAB License. • For contractors that were issued with renewed PCAB license – experience similar to the project to be bid should be required before they can be qualified.

	contractors with renewed PCAB licenses should still be required to comply with the prescribed SLCC.	<ul style="list-style-type: none"> • For Bid Bulletin.
Bid Data Sheet pertaining to ITB Clause 5.2	The representative from <i>TRYST Builders</i> raised that based on the initial conducted pre-bid conference, they thought that they can be qualified because the provision regarding ARCC was not clarified to them. With this, said bidder inquired if whether they can refund their payment for the bidding documents.	The bidder from <i>TRYST Builders</i> was advised to put said request into writing and such letter should contain their valid reasons.
Section IX of the Bidding Documents (Checklist) pertaining to letter "L" requiring the "The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)."	The said provision in the checklist does not expressly provide the attachment of annual Income Tax Return (ITR), but said document is required during bid opening.	To clarify the said issue, it was agreed that a bid bulletin emphasizing the attachment of ITR should be issued.

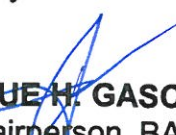
Having no more issues to discuss, the meeting ended at 3:13 PM.

Prepared by:



KENNETH DUANE K. PUGOY
BAC Secretariat

Noted by:



ENRIQUE H. GASCON JR.
Chairperson, BAC