

Minutes of the Meeting: Pre-Bid Conference
ITB 2019-DSWD-CAR-021: Upgrading of Electrical Capacity of DSWD-CAR Field Office Buildings
September 23, 2019

Attendance:

Enrique H. Gascon Jr., Chairperson, BAC
Rina Claire L. Reyes, Vice-Chairperson, BAC
Edna S. Benitez, Member, BAC
Jerome Buena, Technical Expert
Lany Lizele G. Diaz, Head – BAC Secretariat
Leonila G. Lapada, BAC Secretariat

Observer: None

Prospective Bidder: Wayland Calitong, representative, WWW.Construction
Joel Velasco, Project Manager, Velasco Construction
Pauline Botelas, representative, Cobelliam Corporation

1. Highlights of the Meeting:

A meeting was called to order for the Pre-Bid Conference of the project, ***Upgrading of Electrical Capacity of DSWD-CAR Field Office Buildings under ITB 2019-DSWD-CAR-021*** with an Approved Budget for the Contract amounting to ***One Million Eight Hundred Nineteen Thousand Seven Hundred Seventy Nine Pesos and 62/100 (Php 1, 819, 779.62)***.

Three (3) prospective bidders from **WWW.Construction, Velasco Construction and Cobelliam Corporation** attended the activity. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Jaime Ongpin Foundation, Philippine Constructors Association, Philippine Institute of Civil Engineers, DSWD Internal Auditor and COA-CAR who were invited to witness the activity.

The meeting started at 9:40 AM and Mr. Enrique H. Gascon Jr. Chairperson, Bids and Awards Committee presided the activity. The meeting started with an introduction of the members of the BAC and BAC Secretariat and acknowledgement of prospective bidders presence.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details. The group then reviewed the bidding documents, technical specifications and checklist of requirements with the discussions as follows:



Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid (ITB)	<p>The group reviewed the ITB and discussed the following:</p> <ul style="list-style-type: none"> Mr. Wayland Calitong asked the existing type of electrical connection in the Field Office. The chairperson responded that the Field Office is composed of two connected buildings. The old building is a single-phase power supply while the new building was set for three-phase power supply but was connected in a single conductor due to problem in the electrical system of the new building. Engr. Buena added that the Field Office planned that the electrical system for both buildings be corrected and be connected in three-phase power supply to meet the standard requirement of the Benguet Electric Cooperative (BENECO) and be able to install the three (3) transformers stored at BENECO. Mr. Calitong asked how to conduct the project since there are workers during weekdays and if it is possible to work during night time. Engr. Buena responded to prepare and install all the materials and electrical wires during weekdays and be terminated during weekends since it is not possible for the contractor to work during weekdays with employees around. 	
Bill of Quantities	<p>The chairperson discussed the Bill of Quantities to the group and no comments or clarifications from the prospective bidders</p>	
Bid Data Sheet (BDS)	<p>The group reviewed the BDS and clarified the following:</p> <ul style="list-style-type: none"> ITB 5.4: Similar projects refer to Completion of major electrical works with at least 150 KVA. Mr. Joel Velasco asked if the procuring entity requires similar projects or experience as stated for Small A and B contractors. The chairperson responded that contractors under category Small A and B are allowed to bid since the contract cost is within the Allowable Range of Contract Cost (ARCC) that is 30 Million as per 2016 Revised IRR of RA 9184 section 23.4.2.4. As such the procuring entity will not require similar or completed contracts for Small A and B contractors. 	

	<ul style="list-style-type: none"> • ITB Clause 12.1: The chairperson highlighted that Certificate of non-slippage for on-going projects shall be strictly required • ITB Clause 13.1: It was emphasized that the Bill of Quantities should match with the detailed estimate in order to be eligible • ITB Clause 12.1(b)(ii.2): The list of key personnel was presented to the group. Mr. Velasco asked if the Electrical Engineer should have a PCAB license. The chairperson said that the procuring entity does not require a PCAB license for the Electrical Engineer as long as the said personnel is a Licensed Registered Electrical Engineer. The PCAB license will be required for the prospective bidder or general contractor.
Technical Specifications	<p>The secretariat read the technical requirements of the project but no clarifications/comments from the prospective bidders.</p>
Checklist of Requirements	<p>The chairperson presented the eligibility and technical documents to be complied and explained that all of the requirements must be satisfied in order to be eligible for the award. He pointed out that the Single Largest Completed Contract is not necessary for Small A and B bidders but the form is still required even without similar contracts. He also said that the procuring entity shall require the same format of standard forms as posted at the PhilGEPS.</p>
Sealing and Markings	<p>The chairperson explained the proper way of sealing and markings of bid envelopes that should be observed by the bidders wherein original Technical and Financial envelope must be sealed in one envelope labeled original while copy 1 Technical and Financial envelope must be enclosed in one envelope labeled Copy 1. The original and Copy 1 envelope shall be enclosed in one single envelope and shall be signed and properly sealed.</p>

Having no more issues to discuss, the meeting adjourned at 10:28 AM.

Recorded by:



LEONILA G. LAPADA
BAC Secretariat

Reviewed by:



LANY LIZEL G. DIAZ
Head – BAC Secretariat

Noted by:



ENRIQUE H. GASCON JR
Chairperson, BAC