



Republic of the Philippines

Department of Agriculture

AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100

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**MINUTES OF THE PRE-BID CONFERENCE FOR THE REPAIR AND REHABILITATION OF
CONFERENCE ROOM AT THE 2ND FLOOR, RIGHT WING, ATI CENTRAL OFFICE**

Conference Room 1, Agricultural Training Institute

Elliptical Road, Diliman, Quezon City

August 29, 2018

I. ATTENDEES

Present:

BAC Members & Secretariat:

Milagros Urbano	BAC Chairperson
Leonila Caiz	BAC Vice Chairperson
Theresa Aurora Cosico	BAC Member
Joeven Calasagsag	BAC Member
Pamela Mappala	Head, BAC Secretariat
Marianne Antonio	Member, BAC Secretariat
Mary Ann Jay Somyden	Member, BAC Secretariat
Filsan G. Akut	AFU-OD Property Office

BAC TWG:

Levi B. Reyes	TWG Chair for Infrastructure Projects
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Observers:

Michael Brosas	ATIEA President
Sarah Jane Bangit	COA Representative
Rumelia G. Dela Cruz	ATIMPCI Representative
Josephine K. Aben	ATIEA Representative

Bidder's Representative/s:

Jessica Tibayan	Jepa Const.
Rey Tibayan	Jepa Const.
Jasper Flores	Trix-Zion Ventures
Ernesto Manicad	Trix-Zion Ventures



1	Leopoldo Fallorina	TM Abad
2	Michael Garay	TM Abad
3	Roldan Marantan	First R+J Bldrs.
4	Emerson Wauli	Reygem
5	William Ibanez	Reygem

6
7 **Absent:**

8
9 Nemielynn Pangilinan BAC Member

10
11
12 **II. CALL TO ORDER**

13 After determining quorum at 10:11AM, Ms. Milagros Urbano, BAC Chairperson presided over
14 the conference. She as well led the roll call of attendees.
15

16 **III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING**
17 **DOCUMENTS**

18
19 Ms. Urbano expressed her appreciation to the participation of the bidders and said that the pre-
20 bid was an opportune time to clarify concerns on the bidding documents. Ms. Urbano first read
21 the Circular of the Department of Budget and Management (DBM) last March 2018 regarding the
22 conduct of Pre-bid Conference which notes that the purpose of the Pre-bid Conference is *"to*
23 *minimize the occasions of bidders' disqualification due to non-compliance with the bidding*
24 *requirements"*. She further indicated the responsibility of bidders to carefully examine each and
25 every page of the bidding documents and/or make clarifications before or during the Pre-bid
26 Conference. Other highlights of the circular, as read by Ms. Urbano, stipulates that *"To minimize*
27 *errors in the preparation of bids, bidders are strongly enjoined to send the person or representative*
28 *actually preparing their bids to attend the Pre-bid Conference."*
29

30 After reading some highlights of the said circular, Ms. Urbano proceeded with the details of the
31 contract to be bid, bidding documents and procedures, pre-bid conference, and the opening of
32 bids, as follows:
33

34 **What to Bid**

35
36 Repair and Rehabilitation of Conference Room at the 2nd Floor, Right Wing, ATI Central Office
37 Main Building. Ms. Urbano emphasized that the contract duration would be ninety (90) calendar
38 days. She reminded the bidders to refer to the Technical Specifications included in the Bid
39 Documents.



Contents of the Bidding Documents

Ms. Urbano explained that the contents of the bidding documents include:

- (1) Invitation to Bid;
- (2) Instruction to Bidders (ITB);
- (3) Bid Data Sheet (BDS);
- (4) General Conditions of the Contract (GCC);
- (5) Special Conditions of the Contract (SCC);
- (6) Specifications
- (7) Drawings;
- (8) Bill of Quantities
- (9) Bidding Forms
- (10) ATI-BAC Checklist of Requirements

Criteria in the Opening of Bids

- “Presence” and “Absence” of the required documents
- Non-Discretionary “Pass” or “Fail” criteria

Purpose of the Pre-Bid Conference

The primary purpose of the pre-bid conference is to discuss the eligibility and technical requirements, technical and financial components of the contract for bid. Attendance of prospective bidders is not mandatory.

Bid Proposal Contents

- (1) Eligibility and Technical Documents: 1 original copy, duly certified each page
 - (2) Financial Proposal: 1 original copy, duly certified each page
- Bidders are requested to submit two (2) additional copies of documents for BAC TWG post-evaluation. To facilitate the checking of documents during the opening of bids, bidders are requested to use “index tabs” in the folders of the documents to be submitted to the BAC.

Eligibility Documents

- PhilGEPS Certificate of Registration and Membership
- Statement of all its on-going and completed 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
- Statement of Single Largest Completed Contract (SLCC)



- Valid PCAB License and Registration for the type and cost of the contract for this Project: at least Size Range: "Small B", License Category "C & D"
- Net Financial Contracting Capacity (NFCC)
- Valid Joint Venture Agreement (JVA), if applicable.

Technical Documents

- Bid Security (in accordance with the Instruction to Bidders)
BID SECURITY - Bid Securing Declaration OR any other form of bid security below:
 - Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit (2% of the ABC = PHP 110,837.90)
 - Surety Bond callable upon demand issued by surety or insurance company certified by the Insurance Commission (5% of the ABC = PHP 277,094.74)
- Project Requirements:
 - Organizational Chart for the Contract to be bid
 - List of Contractor's Personnel
 - List of Contractor's Major Equipment Units
 - Omnibus Sworn Statement re: Bidder's Responsibilities

Financial Proposal Contents

- Financial Bid Form
- Bid Prices in the Bill of Quantities
- Detailed Estimates, including a Summary Sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the Bid; and
- Cash Flow by Quarter or Payment Schedule

Approved Budget for the Contract (ABC):

Five Million Five Hundred Forty-One Thousand Eight Hundred Ninety-Four Pesos and 75/100 (PHP 5,541,894.75)

- The ABC is fixed and not flexible.
- All Bids that exceed the ABC shall not be accepted.

Bid Proposal Submission and Schedule of Opening of Bids

Submission of bids is on or before September 18, 2018 at 9:30AM at the Supply Management Services in ATI Central Office. Likewise, bid opening will be held on the same date at 10:00 AM in the ATI Conference Room 1, 2nd Floor, ATI Central Office.



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Procedures: Bid Opening

- Opening of bidder's bid shall be done alphabetically
- Representative of Bidder shall be called to identify the envelope containing their bid documents
- Envelope containing eligibility and technical documents to be opened first, followed by Financial Proposal
- Eligible Bidders who passed the opening of Eligibility/Technical Proposal stage shall qualify for the opening of the Financial Proposal
- The bidder's bid shall be read and indicated in the Abstract of Bids as Read
- The BAC Technical Working Group (TWG) shall post-evaluate the submitted eligibility, technical and financial proposals
- TWG shall determine whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with, and is responsive to, all the required terms and conditions
- A Bid Evaluation and Post-Qualification Report shall be submitted to the BAC for evaluation

Reminder: No Contact Rule

- NO CONTACT RULE: Prohibition on communication with bidders from bid evaluation until award of contract.
- The "No Contact Rule" applies only to those whose bids are being evaluated by the BAC after passing the preliminary examination until the issuance of Notice of Award.
- No communication should be made by bidders until a decision to award a contract is made by the BAC.

Ms. Urbano reiterated that there are only two envelopes to be submitted – first envelope shall contain the eligibility and technical documents while the second envelope shall contain the financial documents. She also reminded the bidders to review each and every page of the bidding documents to prevent errors during the opening of bids.

Moreover, the BAC Chairperson repeated the observance of the "No Contact Rule" wherein non-compliance will result to disqualification in the bidding process.

Q&A/Agreements:

Mr. Jasper Flores from Trix-Zion Ventures asked the BAC if they could inspect the project area. Ms. Urbano answered that they will be assisted by Mr. Levi Reyes, TWG Chair for Infrastructure Projects.



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Mr. Flores also raised questions on the number of bid envelopes containing the original copy and the additional copies. Ms. Leonila Caiz, BAC Vice Chairperson, clarified that as indicated in the bid document, eligibility and technical documents are enclosed in one envelope and the second envelope containing the financial documents. Additional copies will be sealed in separate envelopes. Ms. Caiz further said that there will be three (3) master envelopes to be submitted containing the original copy and two additional copies of the bid proposal.

Mr. Rey Tibayan of Jepa Const. inquired on the bid securing declaration requirement. Ms. Urbano and Ms. Caiz cleared that the bid security will be the Bid Securing Declaration OR any other form of bid security as specified in the bid document.

Mr. Reyes asked if provision of discounts are allowed and Ms. Caiz explained that the approved budget for the contract shall still be followed.

Moreover, Mr. Tibayan raised concerns on the PhilGEPS Membership Registration Certificate. Ms. Caiz said that Platinum Membership is required and attachments of the Membership Registration Certificate is no longer needed in the proposal since the TWG will conduct further evaluation after the Opening of Bids.

There being no further questions, Ms. Urbano reiterated the deadline of submission of bids on September 18, 2018 at 9:30AM in the Supply Management Services and the schedule of bid opening on the same date at 10:00AM in the ATI Conference Room 1.

IV. ADJOURNMENT

The meeting was adjourned at 10:36 AM.

PREPARED BY:

Marianne B. Antonio
MARIANNE B. ANTONIO
Member, BAC Secretariat

APPROVED BY:

Milagros C. Urbano
MILAGROS C. URBANO
BAC Chairperson

NOTED BY:

Pamela M. G. Mappala
PAMELA M. G. MAPPALA
Head, BAC Secretariat