



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 INFRASTRUCTURE PROJECTS

Conference Room 1, Agricultural Training Institute

Elliptical Road, Diliman, Quezon City

December 12, 2018

I. ATTENDEES

Present

BAC Members & Secretariat:

Milagros Urbano	BAC Chairperson
Leonila Caiz	BAC Vice Chairperson
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:

Arch. Levi Reyes	TWG Chair for Infrastructure
Engr. Hyniette Corpuz	TWG Member Infrastructure / Quezon City Hall Engineering Representative
Engr. Bobby Paulino	TWG Member Infrastructure / Quezon City Hall Engineering Representative

Observers:

Michael Brosas	ATIEA President
Sarah Jane Bangit	COA Representative
Clemente Gabion	ATIMPCI Representative

Bidder's Representative/s:

Jonathan Gatbonton	Hyperlink Construction
Mardy Gatbonton	Hyperlink Construction

Absent

Edena Sayson	BAC Member
Nemielynn Pangilinan	BAC Member



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1 **II. CALL TO ORDER**

2 The Prebid Conference was presided over by the BAC Chairperson, Ms. Milagros Urbano,
3 after obtaining quorum at 9:02AM. She first acknowledged the presence of the BAC Members
4 and Secretariat, BAC TWG, observers, as well as the representatives of prospective bidders.

5 **III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING**
6 **DOCUMENTS**

7
8 1. Prebid Conference for Improvement of Road Pavement and Grounds

9
10 Ms. Urbano presented the details of the contract for bid, bidding documents and procedures,
11 as well as the opening of bids, as follows:

12
13 **What to Bid**

14 Improvement of Road Pavement and Grounds at the ATI Central Office with a Contract
15 duration of 120 calendar days. Bidders are requested to refer to the Scope of Works included
16 in the Bid Documents.

17 **Contents of the Bidding Documents**

- 18 1. Invitation to Bid
19 2. Instructions to Bidders (ITB)
20 3. Bid Data Sheet (BDS)
21 4. General Conditions of Contract (GCC)
22 5. Special Conditions of Contract (SCC)
23 6. Specifications
24 7. Drawings
25 8. Bill of Quantities
26 9. Bidding Forms
27 10. ATI-BAC Checklist of Requirements

28
29 **Criteria in the Opening of Bids**

- 30 • "Presence" and "Absence" of the required documents
31 • Non-Discretionary "Pass" or "Fail" criteria

32
33 **Purpose of the Pre-Bid Conference**

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



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1 **Bid Proposal Contents**

2 (1) Eligibility and Technical Proposal: 1 original copy

3 (2) Financial Proposal: 1 original copy

4 Bidders are requested to submit two (2) additional copies of documents for BAC TWG
5 post-evaluation. To facilitate the checking of documents during the opening of bids,
6 bidders are requested to use "index tabs" in the folders of the documents to be submitted
7 to the BAC.
8

9 **Eligibility Documents**

- 10 • PhilGEPS Certificate of Registration and Membership
- 11 • Statement of all its on-going and completed government and private contracts, including
12 contracts awarded but not yet started, if any, whether similar or not similar in nature and
13 complexity to the contract to be bid
- 14 • Statement of Single Largest Completed Contract (SLCC)
- 15 • Valid PCAB License and Registration for the type and cost of the contract for this Project:
16 at least Size Range: "Small B", License Category "C & D"
- 17 • Net Financial Contracting Capacity (NFCC)
- 18 • Valid Joint Venture Agreement (JVA), if applicable
- 19 • Tax Clearance Certificate
- 20

21 **Technical Documents**

- 22 • Bid Security (in accordance with the Instruction to Bidders)

23 Bid Securing Declaration OR any other form of bid security below:

- 24 ○ Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit
25 (2% of the ABC = PHP 200,000.00)
- 26 ○ Surety Bond callable upon demand issued by surety or insurance company
27 certified by the Insurance Commission
28 (5% of the ABC = PHP 500,000.00)
- 29 • Project Requirements:
- 30 ○ Organizational Chart for the Contract to be bid
- 31 ○ List of Contractor's Personnel
- 32 ○ List of Contractor's Major Equipment Units
- 33 ○ Omnibus Sworn Statement re: Bidder's Responsibilities
- 34

35 **Financial Proposal Contents**

- 36 • Financial Bid Form (Please see copy of Financial Bid Form in Section VIII: Bidding Forms)
- 37 • Bid Prices in the Bill of Quantities



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- 1 • Detailed Estimates, including a Summary Sheet indicating the unit prices of construction
2 materials, labor rates and equipment rentals used in coming up with the Bid; and
3 • Cash Flow by Quarter or Payment Schedule
4

5 **Approved Budget for the Contract (ABC)**

6 Approved budget for the contract is **ten million pesos (PHP 10,000,000.00)**. The ABC is
7 fixed and not flexible. All Bids that exceed the ABC shall not be accepted and automatically
8 disqualified.
9

10 **Bid Proposal Submission and Schedule of Opening of Bids**

11 Deadline of submission of bid proposals is on December 27, 2018 at 8:30AM at the
12 Conference Room 1, 2nd Floor,ATI-Central Office. Likewise, Opening of Bids will be held on
13 the same date and venue at 9:00 AM.
14

15 **Procedures: Bid Opening**

- 16 • Opening of bidder's bid shall be done alphabetically
17 • Representative of Bidder shall be called to identify the envelope containing their bid
18 documents
19 • Envelope containing eligibility and technical documents to be opened first, followed by
20 Financial Proposal
21 • Eligible Bidders who passed the opening of Eligibility/Technical Proposal stage shall
22 qualify for the opening of the Financial Proposal
23 • The bidder's bid shall be read and indicated in the Abstract of Bids as Read
24 • The BAC Technical Working Group (TWG) shall post-evaluate the submitted eligibility,
25 technical and financial proposals
26 • TWG shall determine whether the Bidder that is evaluated as having submitted the
27 Lowest Calculated Bid (LCB) complies with, and is responsive to, all the required terms
28 and conditions
29 • A Bid Evaluation and Post-Qualification Report shall be submitted to the BAC for
30 evaluation
31

32 **Reminder: No Contact Rule**

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



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1 **Q&A/Agreements:**

2 Mr. Jonathan Gatbonton of Hyperlink Construction clarified if bidders are required to submit all
 3 the attachments listed on the Annex A of the PhilGEPS Certificate of Registration and
 4 Membership. Ms. Urbano explained that for bidding requirements, the PhilGEPS Certificate of
 5 Registration and Membership and the Annex A will suffice. However, bidders may also submit
 6 said attachments during further evaluation of the BAC.

7
 8 Mr. Gatbonton also inquired on the need to attach the biodata of each personnel as part of the
 9 Project Requirements. Ms. Urbano said that bidders should attach the biodata of each personnel.
 10 Arch. Levi Reyes, BAC TWG Chair for Infrastructure, added that the copy of PRC licenses of
 11 bidders' respective engineers and architects should be submitted.

12
 13 Since there are no more questions raised for the first contract for bid, the BAC proceeded with
 14 the second infrastructure project.

15
 16 **2. Repair and Rehabilitation of ATI Central Office Fences and Gates**

Contract for Bid	Bid Security	ABC	Bid Proposal Submission & Schedule of Opening of Bids
Repair and Rehabilitation of ATI Central Office Perimeter Fences and Gates with a Contract duration of 90 calendar days.	Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit (2% of the ABC = PHP 124,000.00) Surety Bond callable upon demand issued by surety or insurance company certified by the Insurance Commission (5% of the ABC = PHP 310,000.00)	Six Million Two Hundred Thousand Pesos (PHP6,200,000.00)	Deadline of submission of bid proposals is on December 27, 2018 at 9:30AM at the ATI-CO Conference Room 1. Likewise, Opening of Bids will be held on the same date and venue at 10:00 AM.

17
 18 Mr. Gatbonton asked if bidders are required to submit documents relative to the DOLE
 19 Construction Safety and business taxes. Ms. Leonila Caiz, BAC Vice Chairperson, explained that
 20 said documents shall be required during post-qualification of bids. Ms. Urbano stated that all
 21 required documents and other specific instructions are indicated in the bid documents.



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1 **3. Repair and Rehabilitation of Waterlines at the ATI Central Office**

Contract for Bid	Bid Security	ABC	Bid Proposal Submission & Schedule of Opening of Bids
Repair and Rehabilitation of Waterlines at the ATI Central Office with a Contract duration of 60 calendar days.	Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit (2% of the ABC = PHP 60,000.00) Surety Bond callable upon demand issued by surety or insurance company certified by the Insurance Commission (5% of the ABC = PHP 150,000.00)	Three Million Pesos (PHP 3,000,000.00)	Deadline of submission of bid proposals is on December 27, 2018 at 10:30AM at the ATI-CO Conference Room 1. Likewise, Opening of Bids will be held on the same date and venue at 11:00 AM.

2
3 There being no other questions and matters to discuss, Ms. Urbano thanked the bidders for their
4 participation and adjourned the meeting.

5 **IV. ADJOURNMENT**

6 The Pre-Bid Conference for ATI's Infrastructure Projects was adjourned at 9:20 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