



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 REPAIR & REHABILITATION OF ATI
DORMITORY AND STAFF HOUSE**

Conference Room 1, Agricultural Training Institute
Elliptical Road, Diliman, Quezon City
November 5, 2018

I. ATTENDEES

Present

BAC Members & Secretariat:

Leonila Caiz	BAC Vice Chairperson
Edena Sayson	BAC Member
Nemielynn P. Pangilinan	BAC Member
Pamela Mappala	Head, BAC Secretariat
Marianne Antonio	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:

Charles Jay Samaniego	COA Representative
Ma. Lourdes T. Balero	COA Representative
Michael Brosas	ATIEA President
Rumelia Dela Cruz	ATIMPCI BOD, Chair

Bidder's Representative/s:

Lea Candelaria	401 Devt. & Const. Corp.
Gervie John Sorillo	401 Devt. & Const. Corp.
Luis Banta Jr.	B.L. Flor Const.
Rey Tibayan	Jepa Construction
Gerlie Tuddao	RB Soriano Const.
Rose Ann Olivo	RM Mangubat Construction
Michael Garay	TM Abad
Grace Tipon	First R+J Builders
Reinato Barca	First R+J Builders



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1 **Absent**

2 Milagros Urbano BAC Chairperson
3 Joeven Calasagsag BAC Member
4 Mary Ann Jay Somyden Member, BAC Secretariat
5

6 **II. CALL TO ORDER**

7 Quorum was established at 11:00 AM with Ms. Leonila Caiz, BAC Vice Chairperson, as the
8 Presiding Officer of the Pre-Bid Conference. She as well led the roll call of attendees.

9
10 **III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING**
11 **DOCUMENTS**

12
13 Ms. Caiz presented the details of the pre-bid conference, bidding documents and procedures,
14 and the opening of bids, as follows:

15
16 **What to Bid**

17
18 Repair and Rehabilitation of ATI Dormitory and Staff House with contract duration of one
19 hundred eighty (180) calendar days. The scope of work is indicated in the Bid Documents.

20
21 The BAC Vice Chairperson presented the perspective of the proposed ATI Dormitory and Staff
22 House. Arch. Levi Reyes showed a walkthrough video of the project.

23
24 **Contents of the Bidding Documents**

- 25
26 (1) Invitation to Bid
27 (2) Instruction to Bidders (ITB)
28 (3) Bid Data Sheet (BDS)
29 (4) General Conditions of the Contract (GCC)
30 (5) Special Conditions of the Contract (SCC)
31 (6) Specifications
32 (7) Drawings
33 (8) Bill of Quantities
34 (9) Bidding Forms
35 (10) ATI-BAC Checklist of Requirements
36
37
38



1 **Criteria in the Opening of Bids**

- 2
- 3 • “Presence” and “Absence” of the required documents
 - 4 • Non-Discretionary “Pass” or “Fail” criteria
- 5

6 **Purpose of the Pre-Bid Conference**

7

8 The primary purpose of the pre-bid conference is to discuss the eligibility requirements,
9 technical and financial components of the contract for bid. Attendance of prospective bidders is
10 not mandatory. However, Ms. Caiz encouraged the attendance of bidders to clarify concerns in
11 order to avoid errors in the submission of bid documents.

12

13 **Bid Proposal Contents**

14

15 (1) Eligibility and Technical Documents: 1 original copy

16 (2) Financial Proposal: 1 original copy

17 Bidders are requested to submit two (2) additional copies of documents for BAC TWG post-
18 evaluation. To facilitate the checking of documents during eligibility check, bidders are
19 requested to use “index tabs” in the folders of the documents to be submitted to the BAC.

20

21 **Eligibility Documents**

- 22
- 23 • PhilGEPS Certificate of Registration and Membership
 - 24 • Statement of Bidder’s all on-going and completed government and private contracts,
25 including Contracts Awarded but not yet Started, if any
 - 26 • Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract for
27 bid within two (2) years prior to Pre-Bid Conference
 - 28 • Valid PCAB License and Registration for the type and cost of the contract for this Project: at
29 least Size Range: “Medium A”, License Category “B”
 - 30 • Net Financial Contracting Capacity (NFCC)
 - 31 • Valid Joint Venture Agreement (JVA), if applicable
 - 32 • Affidavit of Site Inspection
- 33

34 **Technical Documents**

- 35
- 36 • Bid Security (Bid Securing Declaration or any other form of Bid Security as indicated in the
37 Bid Data Sheet)
 - 38 ➤ Cash or cashier/manager’s check, bank draft/guarantee or Letter of Credit
39 (2% of the ABC = PHP 800,000.00)



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- 1 ➤ Surety Bond callable upon demand issued by surety or insurance company certified
2 by the Insurance Commission
3 (5% of the ABC = PHP 2,000,000.00)
4 • Project Requirements:
5 ➤ Organizational Chart for the Contract to be bid
6 ➤ List of Contractor's Personnel
7 ➤ List of Contractor's Major Equipment Units
8 ➤ Omnibus Sworn Statement re: Bidder's Responsibilities
9

10 **Financial Proposal Contents**

- 11
12 • Financial Bid Form (using the sample Bid Form in the Bid Documents)
13 • Bid Prices in the Bill of Quantities
14 • Detailed Estimates, including a Summary Sheet indicating the unit prices of construction
15 materials, labor rates and equipment rentals used in coming up with the Bid; and
16 • Cash Flow by Quarter or Payment Schedule
17

18 **Approved Budget for the Contract – Forty Million Pesos (PHP 40,000,000.00)**

19 The ABC is fixed and not flexible. All Bids that exceed the ABC shall not be accepted and
20 automatically disqualified.
21

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

23
24 Deadline of submission is on November 19, 2018 at 10:00AM at the Conference Room 1, 2nd
25 Floor, ATI Central Office, Diliman, Quezon City. Likewise, Opening of Bids will be held on the
26 same date and venue at 11:00 AM. Ms. Caiz mentioned that a supplemental bid will be issued for
27 the change in schedule of bid submission / opening from November 16 to November 19, 2018,
28 as posted in the PhilGEPS and ATI website.
29

30 **Procedures: Bid Opening**

- 31
32 • The opening of the Bidder's bid shall be done alphabetically.
33 • Representative of Bidder shall be called to identify the envelope containing their bid
34 documents
35 • Envelope containing eligibility and technical documents to be opened first, followed by
36 Financial Proposal
37 • Eligible Bidders who passed the opening of Eligibility/Technical Proposal stage shall
38 qualify for the opening of the Financial Proposal
39 • The bidder's bid shall be read and indicated in the Abstract of Bids as Read



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- 1 • The BAC Technical Working Group (TWG) shall post-evaluate the submitted eligibility,
2 technical and financial proposals
3 • TWG shall determine whether the Bidder that is evaluated as having submitted the Lowest
4 Calculated Bid (LCB) complies with, and is responsive to, all the required terms and
5 conditions
6 • A Bid Evaluation and Post-Qualification Report shall be submitted to the BAC for evaluation
7

8 **Reminder: No Contact Rule**

- 9
10 • Prohibition on communication with bidders from bid evaluation until award of contract.
11 • The “No Contact Rule” applies only to those whose bids are being evaluated by the BAC after
12 passing the preliminary examination until the issuance of Notice of Award.
13 • No communication should be made by bidders until a decision to award a contract is made
14 by the BAC.
15

16
17 **Q&A/Agreements:**

18 Mr. Rey Tibayan of Jepa Construction asked about the cost of bid documents. Ms. Caiz said that the
19 cost of the bid documents amounted to P25,000.00 in accordance with the GPPB Guidelines. She as
20 well gave instructions on obtaining bid documents.
21

22 Mr. Renato Barca of First R+J Builders asked about the specifications of the building. Arch. Reyes
23 said that all specifications are indicated in the scope of work. He also said that all wood materials,
24 doors, and windows to be detached shall be declared for transparency purposes.
25

26 Ms. Grace Tapon of First R+J Builders inquired about the schedule of site inspection and the
27 issuance of Affidavit of Site Inspection. Ms. Caiz explained that the site inspection will be conducted
28 after the Conference. She further explained that aside from the Omnibus Sworn Statement, Affidavit
29 of Site Inspection is required for the project.
30

31 Mr. Luis Banta of B.L. Flor Const. asked if the project area will be demolished. Arch. Reyes answered
32 yes and added that there is a need for backfill work on the area. Questions on the access road were
33 also raised. Arch. Reyes explained that there will be designated access gates and roads.
34

35 Ms. Lea Candelaria of 401 Devt. & Const. Corp. asked if the contractor will be allowed to setup a
36 temporary facility. Arch. Reyes said that it shall be coordinated with the management.
37



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1 Mr. Tibayan raised question on the Building Permit from the Quezon City Government. Arch. Reyes
2 said that it was included in the bill of quantities. He also assured the prompt action of the BAC on
3 the documents that will be required by the Quezon City Government on the part of ATI.

4
5 Ms. Caiz said that the ATI has already complied with all the legal requirements on infrastructure
6 projects. The BAC TWG will assist in the process of issuance of requirements.

7
8 Ms. Gerlie Tuddao of RB Soriano Const. asked if the contractor can start the project while
9 processing documentary permit and requirements. Ms. Caiz suggested that the winning bidder
10 could already start preliminary constructions while working on the building permit.

11
12 Ms. Candelaria clarified about the date of bid proposal submission and the inclusion of
13 supplemental bid bulletin in the bid documents. Ms. Caiz answered that deadline of submission of
14 bids is on November 19, 2018. She also stated that they no longer need to include a copy of the
15 supplemental bid bulletin in the bidding documents to be submitted.

16
17 There being no further questions, Ms. Caiz thanked the bidders for their participation.

18 **IV. ADJOURNMENT**

19 The Pre-Bid Conference for the Repair and Rehabilitation of ATI Dormitory and Staff House was
20 adjourned at 11:28 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