



Republika ng Pilipinas  
*National Irrigation Administration*  
(Pambansang Pangasiwaan ng Patubig)  
Region IV-A CALABARZON  
Pila, Laguna

Office Address: National Highway, Brgy. Sta. Clara Sur  
Pila, Laguna

Telephone Nos.: (049) 559-0722-27

Website: region4a.nia.gov.ph

Telefax No.: (049) 559-0726

TIN No. 000-916-415-023

MINUTES OF PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON 14 OCTOBER 2016 AT NIA-CONFERENCE ROOM, PILA, LAGUNA FOR THE PREPARATION OF SOCIAL ENVIRONMENTAL IMPACT ASSESSMENT OF LOPEZ SMALL RESERVOIR IRRIGATION PROJECT UNDER CONTRACT NO LOPEZ-14.36M-SEIA-CY16.

I. ATTENDANCE

1. Erwin M. Lucela - Chairman, BAC
2. Romulo M. Angeles - Vice Chairman, BAC
3. Narcisa R. Gabrido - Member, BAC
4. Glenn Anthony M. San Mateo - Team Leader, TWG
5. Liberty A. Lualhati - Member, TWG
6. Lynnette Lyzelle S. Ferrer - BDO, Lichel Technologies, Inc.
7. Lorena Dizon - Project Officer, LCI Envi Corp

II. CALL TO ORDER – The meeting was called to order at 2:00 PM by BAC Erwin M. Lucela for the Pre-Bid Conference of the Preparation of Social Environmental Impact Assessment of Lopez SRIP located at Lopez, Quezon under Contract No. LOPEZ-14.36M-SEIA-CY16.

III. AGENDA

- A. Status of Procurement – Invitation to Bid (ITB) was published at September 27, 2016 issue of Philippine Daily Inquirer and at Philippine Government Electronic Procurement System (PhilGeps) under Reference No. 4083880 starting September 27, 2016. Notice of Inclusion and Non-Inclusion in Shortlist was sent by October 7, 2016 to interested consultants who submitted their eligibility documents. Scheduled opening of bids is on October 28, 2016 at 2:00 PM applying two-envelope system.
- B. Submission of Bid Proposal – Bid Proposal shall comprise two (2) envelopes: Each envelope should contain the duly signed original documents labeled “ORIGINAL” and photocopies of the original document labeled “COPY 1” and “COPY 2”. First envelope shall include technical component and the second envelope shall include the financial component. The cover of the envelope shall include the name and address of the company, name or description of the project and a statement that the envelope shall not be opened until the scheduled opening of bid. The checklist included in the bid documents was reiterated.

The First Envelope shall contain the following documents:

Technical Documents

1. Technical Proposal Submission Form and Bid Security in the form of Bid Securing Declaration or Surety Bond from private insurance company with certification from Insurance



**PRE-BID CONFERENCE**  
**LOPEZ SMALL RESERVOIR IRRIGATION PROJECT**  
***PREPARATION OF SOCIAL ENVIRONMENTAL IMPACT ASSESSTMENT***  
**NIA REGION 4A CONFERENCE ROOM, PILA, LAGUNA**  
**OCTOBER 14, 2016, 2:00 PM**



Commission: Sample of which are attached in the bid documents. Cash and bank guarantee will no longer be accepted. Implication of non-acceptance of award is blacklisting for those who opt to use Bid Securing Declaration and confiscation of bond for Surety Bond. Bid security shall be valid for a maximum of 120 days but if the award will be delayed, contractor shall be willing to extend the validity of the bid security.

#### Technical Documents

1. Bid Security in the form of Bid Securing Declaration or Surety Bond from private insurance company with certification from Insurance Commission: Samples of which are attached in the bid documents. Cash and bank guarantee will no longer be accepted. Implication of non-acceptance of award is blacklisting for those who opt to use Bid Securing Declaration and confiscation of bond for Surety Bond. Bid security shall be valid for a maximum of 120 days but if the award will be delayed, contractor shall be willing to extend the validity of the bid security.
2. Relevant Services carried out in the last five (5) years that best illustrate qualifications
3. Omnibus sworn statement in prescribed format signed by the owner, notarized with documentary stamp
4. Comments and suggestions of consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the procuring entity
5. Description of the Methodology and Work Plan for Performing the Project
6. Curriculum Vitae (CV) for proposed staff to be assigned on the project
7. Time schedule for professional personnel
8. Activity (Work) Schedule

The Second Envelope shall contain the following documents:

#### Financial Component


1. Financial Proposal Submission Form
2. Duly signed statement on remuneration cost indicating the basic salary, overhead cost, social charges, management fee and billing rate
3. Duly signed statement on reimbursable cost


C. Consultants' Concern – Ms. Lynnette Ferrer inquired on the status of Lopez SRIP, on the presence of indigenous people and on the number of families and barangays that would be affected by the project. Chairman Lucela informed that there are 39 barangays affected. Impounding reservoir will be situated upland so no family needs to be relocated. Feasibility study is completed but is not yet turned over by HO Noveloso Surveying. Should there be other queries, consultants were advised to coordinate with Quezon IMO Manager, Engr. Jaime C. de Jesus.

IV. ADJOURNMENT – The meeting was adjourned at 3:00 PM.

Prepared by:

Attested:

  
GLENN ANTHONY M. SAN MATEO  
Head, TWG

  
ERWIN M. LUCELA  
Chairman, BAC

