



# National Irrigation Administration

(PAMBANSANG PANGASIWAAN NG PATUBIG)  
Regional IV-A, CALABARZON

MINUTES OF PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON 03 JUNE 2015 AT NIA-CONFERENCE ROOM, PILA, LAGUNA FOR THE CONSTRUCTION OF FOUR (4) IRRIGATION PROJECTS, NAMELY: MAYOR-9M-RRENIS-CY15, KAYGALIOT-1.5M-RRECIS-CY15, IBA KNAGUNAN-5.2M-RRECIS-CY15, AND PHINGA NORTE-7M-RRECIS-CY15.

## I. ATTENDANCE

1. Erwin M. Lucela - Chairman, BAC
2. Romulo M. Angeles - Vice Chairman, BAC
3. Narcisa R. Gabrido - Member, BAC
4. Bedelonia A. Landicho - Member, BAC
5. Glenn Anthony M. San Mateo - Head, TWG
6. Liberty A. Lualhati - Member, TWG
7. Rhea Marfesa C. Ruiz - Member, TWG

II. CALL TO ORDER – The meeting was called to order at 2:00 PM by BAC Chairman Erwin M. Lucela for the Pre-Bid Conference of the following irrigation projects:

MAYOR-9M-RRENIS-CY15	Construction of Canal Lining of Mayor RIS (Famy, Laguna)
KAYGALIOT-1.5M-RRECIS-CY15	Construction of Canal Lining and Canal Structures of Kay Galiot CIS (Labangan CIS) (Morong, Rizal)
IBA KNAGUNAN-5.2M-RRECIS-CY15	Construction of Diversion Works of Ibabang Kinagunan (Sipa II) CIS (Padre Burgos, Quezon)
PHINGA NORTE-7M-RRECIS-CY15	Construction of Diversion Works of Pahinga Norte CIS (Candelaria, Quezon)

## III. AGENDA

A. Status of Procurement – Invitation to Bid (ITB) was published at Philippine Government Electronic Procurement System (PhilGeps), details are as follows:

Contract No.	Date of Posting at PhilGEPS	Reference No.	Opening of Bids
MAYOR-9M-RRENIS-CY15	April 25, 2015	3154063	Jun 16, 2015 / 09:01 AM
KAYGALIOT-1.5M-RRECIS-CY15	May 26, 2015	3202612	Jun 16, 2015 / 11:01 AM
IBA KNAGUNAN-5.2M-RRECIS-CY15	April 28, 2015	3156811	Jun 18, 2015 / 10:31 AM
PHINGA NORTE-7M-RRECIS-CY15	April 28, 2015	3156841	Jun 18, 2015 / 11:01 AM

Scheduled opening of bids is on the date and time stated applying a single stage bidding with two-envelope system.

B. Issuance of Bid Documents – Chairman Lucela emphasized that the requirements prior to issuance of bid documents include Letter of Intent with Certificate of Site Inspection, single similar contract at least 50% of ABC, valid PCAB license, and Mayor's permit.

C. 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 eligibility and 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:

#### Eligibility Documents

1. Certificate of Registration from Securities and Exchange Commission (SEC) for Corporation, or from Department of Trade and Industry (DTI) for sole proprietorship
2. Valid Mayor's Permit
3. Statement of all on-going and completed irrigation or similar contracts within ten (10) years from submission of bids: Bidders should have one (1) single contract equivalent to 50% of the ABC to be bid. Copy of contract, notice of award, and certificate of completion or acceptance shall be attached to prove that bidder have entered and successfully completed the contract.
4. Valid PCAB License and registered as Small B in Irrigation and Flood Control: Expired license or registration shall mean outright disqualification.
5. Audited Financial Statement for the last two (2) years received by the BIR or its Accredited Agent Bank
6. Computation of Net Financing Contracting Capacity (NFCC) equal to the contract to be bid. Uncompleted portion of ongoing and awarded contracts should be deducted in the NFCC.

#### 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. Organizational Chart for the contract to be bid
3. List of personnel with their complete qualification and experience data in the prescribed form attached in the bid documents. Resumes of key personnel indicating their experience in the construction of irrigation projects should be attached. Pledged personnel will be verified on site during construction. Permission should be sought from NIA if personnel to be assigned on the particular project shall be replaced.
4. List of equipment pledged to the contract in the prescribed form attached in the bid documents. Only those equipment that would be brought on site shall be listed. No need to list all the contractor's equipment. Proof of ownership of listed equipment/s shall be included in the proposal.
5. Omnibus sworn statement in prescribed format signed by the owner, notarized with documentary stamp
6. Renewed PhilGeps Registration



7. Tax Compliance Documents:
  - a. Valid Tax Clearance released by BIR Main Office: Expired tax clearance shall mean outright disqualification
  - b. ITR for 2014, duly stamped and received by BIR or its Accredited Agent Bank
  - c. Copy of latest Business Tax Return (2550Q or 2550M)
8. Duly signed bid documents

The Second Envelope shall contain the following documents:

Financial Component

1. Bill of Quantities in prescribed format
2. Detailed Estimate
3. Monthly cash flow and payments schedule


The following notes for submission of bid proposal were also reiterated:

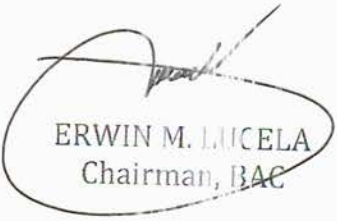
1. Validity of documents included in the bid proposal should be double checked. Bidders with expired permits, license and tax clearance will be outright disqualified.
2. Documentary Stamp should be affixed in all notarized documents.
3. Bid proposal should be arranged according to the checklist of documents properly labeled with side tabbings to facilitate easy evaluation.
4. Bidders should have logged in the PhilGeps.
5. Bidders are to synchronize their time with the wall clock in the NIA Conference Room. Late proposals will not be accepted.
6. Contractor's facsimile and email should be provided for fast exchange of communication. All notices and award, once approved, will be faxed to the winning bidder and the winning bidder to re-fax the duly received document on the same day.

IV. ADJOURNMENT – The meeting was adjourned at 2:40 PM.

Prepared by:

Attested:

  
GLENN ANTHONY M. SAN MATEO  
Member, TWG

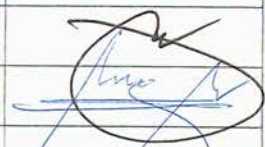




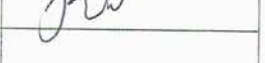

  
ERWIN M. LUCELA  
Chairman, BAC

**MAYOR RIS / Famy, Laguna**  
**KAY GALIOT CIS (LABANGAN CIS) / Morong, Rizal**  
**IBABANG KINAGUNAN (SIPA II) CIS / Padre Burgos, Quezon**  
**PHINGA NORTE CIS / Candelaria, Quezon**

**PRE-BID CONFERENCE**

JUNE 3, 2015, 2:00 PM

**ATTENDANCE**

NAME IN PRINT	AGENCY OR FIRM	DESIGNATION	SIGNATURE
1. ERWIN M. LUCEDA	N/A	BAC	
2. LEONIL A. LUPHATI	N/A	TWG	
3. GLENN ANTHONY M. SALMATED	N/A	TWG	
4. Rhea Mayrose Ruiz	N/A	TWG	
5. ROMULO M. ANGELES	MA	BAC	
6. NARCISA R. GABRIDU	N/A	BAC	
7. Bedelonea A. Landicho	N/A	BAC	
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