



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

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MINUTES OF PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON 28 DECEMBER 2016 AT NIA-CONFERENCE ROOM, PILA, LAGUNA FOR THE SIX (6) PROJECTS SCHEDULED FOR BIDDING ON 12 JANUARY 2017

I. ATTENDANCE

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

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

4AC-RRN-17-007	Construction of Diversion Works of Plucena Bayan River Irrigation System (Gen. Trias, Cavite)
4AC-RRN-17-008	Construction of Canal Lining of Bankud-Vargas River Irrigation System (Gen. Trias, Cavite)
4AC-RRN-17-009	Construction of Canal Lining of Butas River Irrigation System (Gen. Trias, Cavite)
4AC-RRN-17-010	Modification of Diversion Works of Julian River Irrigation System (Imus, Cavite)
4AC-RRN-17-011	Construction of Canal Lining of Pasong Kastila River Irrigation System (Imus, Cavite)
4AC-RRN-17-012	Construction of Canal Lining of Embarcadero River Irrigation System (Dasmariñas, Cavite)

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
4AC-RRN-17-007	December 17, 2016	4263819	Jan 12, 2017 / 01:31 PM
4AC-RRN-17-008	December 17, 2016	4263829	Jan 12, 2017 / 02:01 PM
4AC-RRN-17-009	December 17, 2016	4263833	Jan 12, 2017 / 02:31 PM
4AC-RRN-17-010	December 17, 2016	4263841	Jan 12, 2017 / 03:01 PM
4AC-RRN-17-011	December 17, 2016	4263848	Jan 12, 2017 / 03:31 PM
4AC-RRN-17-012	December 17, 2016	4263853	Jan 12, 2017 / 04:01 PM

A single stage bidding with two-envelope system will be applied.

B. Issuance of Bid Documents – Vice Chairman Angeles emphasized that the requirements prior to issuance of bid documents includes Letter of Intent with Certificate of Site Inspection, valid PCAB license, and Mayor's permit, Tax Clearance, and DTI or SEC Registration.

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 for infrastructure project included in the bid documents was reiterated.

The First Envelope shall contain the following documents:

#### Legal Documents

1. Certificate of Registration from Securities and Exchange Commission (SEC) for Corporation, or from Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Valid Mayor's Permit
3. Valid Tax Clearance released by BIR Main Office: Expired tax clearance shall mean outright disqualification

#### Technical Documents

4. Renewed PhilGeps Registration
5. Valid PCAB License or Special PCAB License in case of joint ventures, and registration for the type and cost of the contract to be bid.
6. Statement of all on-going and completed government or private contracts, including contracts awarded but not yet started, whether similar or not in nature and complexity to the contract to be bid.
7. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid. Bidders should have one (1) single similar contract equivalent to at least 50% of the ABC to be bid. SLCC shall be supported by Certificate of Final Acceptance or a final rating of at least Satisfactory in the Constructors Performance Evaluation Summary (CPES) or equivalent document. 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.
8. Audited Financial Statement, showing among others the total current assets and liabilities, stamped "received" by BIR or its duly accredited and authorized institutions, for the last two (2) years
9. Computation of Net Financing Contracting Capacity (NFCC) at least equal to the ABC to be bid. Uncompleted portion of ongoing and awarded contracts should be deducted in the NFCC. Multiplier should be "15" as per 2016 Revised IRR of RA 9184.
10. Valid Joint Venture Agreement, if applicable
11. 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.
12. Organizational Chart for the contract to be bid
13. 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 post qualified and 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.
14. 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 as equipment/s will be post qualified.
15. Omnibus sworn statement in prescribed format signed by the owner, notarized with documentary stamp

The Second Envelope shall contain the following documents:

#### Financial Component

1. Bill of Quantities in prescribed format. Unit cost in words and in figures and computation should be double checked. All mark-up and taxes should be incorporated in the unit cost. Be reminded that not providing bid cost in all the required items in the BOQ shall be considered



non-responsive. Any queries/questions with regards to the BOQ will be entertained only after the BAC has declared the Lowest Calculated Bid.

2. Detailed Estimate
3. Monthly cash flow and payments schedule

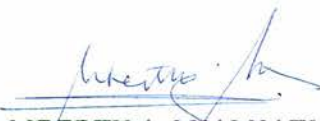
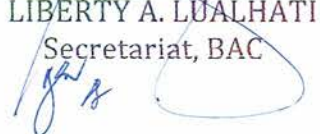
The following notes for submission of bid proposal were also reiterated:

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.
- D. Submission of Award Requirements – Bidders were advised that award requirements should be submitted within four (4) calendar days upon receipt of Notice to Award, otherwise, outright disqualification will be imposed.

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

Prepared by:

Attested:

  
LIBERTY A. LUALHATI  
Secretariat, BAC  



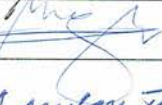
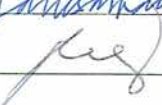


  
ROMULO M. ANGELES  
Vice Chairman, BAC

**PLUCENA BAYAN RIS / Gen. Trias, Cavite**  
**BANKUD VARGAS RIS / Gen. Trias, Cavite**  
**BUTAS RIS / Gen. Trias, Cavite**  
**JULIAN RIS / Imus, Cavite**  
**PASONG KASTILA RIS / Imus, Cavite**  
**EMBARCADERO RIS / Dasmariñas, Cavite**

**PRE-BID CONFERENCE**

December 28, 2016, 2:00 PM

**ATTENDANCE**

NAME IN PRINT	AGENCY OR FIRM	DESIGNATION	SIGNATURE
1. ROMULO M. ANGELES	NIA - R, D.	BAC	
2. NARCISA R. GABRID D	NIA-R4A	BAC	
3. LIBERTO LUACHATI	NIA R4A	DC - SEC	
4. GLENN ANTHONY M. SAN MATEO	NIA R04A	TWG	
5. Rhea Marfosa O Ruiz	NA	TWG	
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