

Republika ng Pilipinas
National Irrigation Administration
(Pambansang Pangasiwaan ng Patubig)
Regional Office No. IV-A CALABARZON

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MINUTES OF PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON 23 MARCH 2018 AT NIA-CONFERENCE ROOM, PILA, LAGUNA FOR THE SCHEDULED BIDDING OF REHABILITATION AND IMPROVEMENT OF DUMACAA RIVER IRRIGATION SYSTEM – CONSTRUCTION OF IRRIGATOR’S ASSOCIATION OFFICE ON 05 APRIL 2018

I. ATTENDANCE

1. Erwin M. Lucela - Chairman, BAC
2. Gloriosa L. Hernandez - Member, BAC
3. Narcisa R. Gabrido - Member, BAC
4. Vinille M. Managalino - Secretariat, BAC
5. Semerlito Danganan - Representative, C.J. Construction Inc.

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 Rehabilitation and Improvement of Dumacaa RIS – Construction of IA Office under Contract No NISRIPD-C-1C

III. AGENDA

A. Status of Procurement – Chairman Lucela informed the attendees that contract for this project was previously terminated. This procurement needs to be successful and construction must be completed this year. Contractor’s accomplishment will be NIA’s accomplishment thus a competent contractor is required.

Invitation to Bid (IB) was published at Philippine Government Electronic Procurement System (PhilGeps) under Reference No 5232714 starting March 16, 2018. Scheduled opening of bids is on April 5, 2018, 1:30 PM.

B. Issuance of Bid Documents – Amount of bid documents and documents that need be submitted prior to purchase of bid documents are indicated in the Invitation to Bid, among which Letter of Intent and valid PCAB license with registrations as are required for the contract. If the owner of the company or firm is not the one who will purchase the bid documents, the owner should issue an SPA to the one who will purchase the bid documents.

C. Concerns

Payment Procedure. Since this is a JICA funded project, bulk of the payment will be coming from Japan (Loan Proceeds = 91%, GOP = 9%). All payments will go directly to the contractor’s bank account. Considering that documents submitted for payment are complete and sufficient, minimum number of days for processing payment under loan proceeds is 58 calendar days, 15 days of which is allotted for sending documents to Japan for concurrence. Cash will then be downloaded to the following agencies consecutively; JICA, BSP, DOF, Bureau of Treasury and Contractor’s account. Checklist re billing requirements in accordance with MC 69 s. 2017 will be given to the winning bidder to minimize if not eliminate problems in billing documents. Even minimal errors such as dates in transmittals, notary and certifications may bring delay in payment. Monthly statistical report is one of the basis in evaluating billings, thus, this should be

submitted by the contractor religiously. One time billing is discouraged due to long processing of payments. Minimum of 20% in billing if possible is recommended.

Mobilization. 7.5% advance payment may be requested upon release of NTP and another 7.5% may be billed after the initial equipment requirement and manpower has mobilized. This should be supported by pictures and Certification from Quezon IMO as proof of mobilization. Equipment should have same plate no. or serial no. as the post qualified equipment. Equipment may be demobilized for the meantime from site if it is not yet needed at the project and is approved by NIA.

Other Concerns. Roles of IMO, RO, PMO and consultants as well as limitations and processes will further be discussed on the pre-construction conference. Monthly coordination meetings with contractor will be imposed to address problems of immediate concern.

- D. Submission of Bid Proposal – A single stage bidding with two-envelope system will be applied. Pass/fail criteria will be used during the opening of bid; only the presence or absence of documents will be checked. Mathematical verification will be done to determine the lowest calculated evaluated bid and post qualification will be conducted to check validity of documents submitted. Should there be insufficiencies, Notice of Post-Disqualification will be issued and bidder should submit request for reconsideration with justification within three (3) days only. Modification of proposal or submission of additional document will not be accepted in response to such notice. The eligibility and technical documents of the next lowest bidder will be checked and the same process will apply. If all bidders fail to comply with the requirements, new schedule of bidding will be set and those interested would need to buy another set of bidding documents.

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". All documents, original and photocopy should be readable. 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 First Envelope shall contain the following 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, not Regional Office
4. 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.
5. Statement of all on-going and completed government or private contracts, including contracts awarded but not yet started, complete with details and attachments as indicated in the bid documents.
6. 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. Stamp of BIR should be readable.
7. Computation of Net Financing Contracting Capacity (NFCC) at least equal to the ABC to be bid.
8. Bid Security in the form of Bid Securing Declaration, Surety Bond equivalent to 5% of ABC from private insurance company with certification from Insurance Commission, callable on demand valid for 120 calendar days, duly signed and notarized with documentary stamp, Cash or Cashier's check equivalent to 2% of ABC, or bank draft / guarantee equivalent to 2% of ABC confirmed and authenticated by a Univeral or Commercial Bank.
9. Organizational Chart for the contract to be bid and not for the whole company, tally with the list of key personnel and bio data. Resumes of key personnel indicating their experience in

the construction of irrigation facilities or similar projects should be emphasized. Pledged personnel will be post qualified and will be verified on site during construction. Approval should be sought from NIA if key personnel to be assigned on the particular project shall be replaced. Personnel assigned to on-going and awarded projects yet to be completed should not be pledged for the contract to be bid because this will result to outright disqualification.

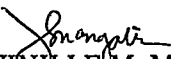
10. List of equipment pledged to the contract in the prescribed form (see Form section in the Bid Document) attached in the bid documents. Only those equipment that would be brought on site shall be listed. No need to list all the contractor's equipment. Proof of ownership of listed equipment/s shall be submitted in the proposal. Should bidder prefer lease contract agreement, NIA will validated this agreement; Latest contract agreement should be attached and phone number of lessor should be indicated for post qualification. Minimum equipment requirement is listed in the Invitation to Bid and in the Special Conditions of the Contract. Equipment pledged to projects yet to be completed should not be committed to the contract to be bid. This will cause disqualification.
11. Omnibus sworn statement in prescribed format signed by the owner, notarized with documentary stamp. Do not detach sample form included in the Instruction to Bidders; omnibus sworn statement should be reproduced.
12. Acknowledgement of compliance with Guidelines for Procurement under Japanese ODA Loans, in prescribed form attached in the bid documents.

The Second Envelope shall contain the following documents:

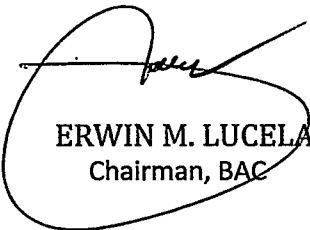
Financial Component

1. Bid price in Bill of Quantities and Bid Form using three (3) pages prescribed format. Unit cost in words and in figures and computation should be double checked. Be reminded that not providing bid cost in all the required items in the BOQ shall be considered non-responsive. BOQ without signature is ground for disqualification. Amount of ABC is indicated in Invitation to Bid and Bid Data Sheet: All bids exceeding the ABC will be disqualified.
 2. Detailed Estimate per item of work in prescribed format. Contractors are deemed to have visited and familiarize the site to ensure accurate derivation of unit bid cost. Cost of materials, manpower, equipment, mark-up and taxes, including supervision should be incorporated in the unit cost per item of work. No separate discount will be considered.
- IV. ADJOURNMENT – Bidder was reminded to synchronize their time with the wall clock in the NIA Conference Room. Late proposals will not be accepted. All contractors that would purchase bid documents shall submit proposal or letter of withdrawal before deadline of submission. Contractor should take full advantage of good weather condition. The meeting was adjourned at 3:00 PM.

Prepared by:


VINILLE M. MANGALINO

Attested:


ERWIN M. LUCELA
Chairman, BAC

Rehabilitation and Improvement of Dumacaa RIS - Construction of Irrigator's Association Office

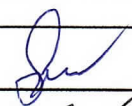
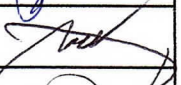
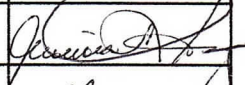
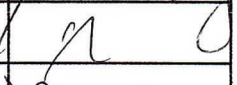
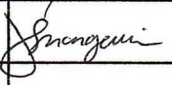
DUMACAA RIVER IRRIGATION SYSTEM
Pagbilao, Tayabas City, Lucena City, Quezon

PRE-BID CONFERENCE

Contract No: NISRIPD-C-1C

March 23, 2018, 02:00 P.M.

ATTENDANCE

NAME IN PRINT	GENDER		AGENCY OR FIRM	DESIGNATION	SIGNATURE
	M	F			
1. SEMERLITO DANKANAN	✓		CJ KONSTRUKTION	REPRESENTATIVE	
2. ERWIN M. LUDEVA	✓		NIA RO 4A	BAC	
3. Gloriosa L. Hernandez		✓	NIA - R IV - A	BAC	
4. NARCISA GABRIDU		✓	NIA R4A	BAC	
5. YINIVE M. MANGALIND		✓	NIA - R4A	BAC-SEC	
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