


# MINUTES OF MEETING

<b>Project Name:</b>	Contract No. 4AQ-LPQ-VAR2-15 Quipot IP Contract No. 4AQ-LPQ-VAR3A-16 Quipot IP Contract No. 4AQ-LPQ-VAR3B-16 Quipot IP Contract No. 4AQ-LPQ-SP3-17 Quipot IP Contract No. 4AQ-LPQ-SP1-18 Quipot IP		
<b>Date/Time of Meeting:</b>	23 November 2018 (2:00-3:00 PM)	<b>Location:</b>	EOD Manager's Room, Pila, Laguna
<b>Minutes Prepared By:</b>	Glenn Anthony San Mateo	<b>Signature:</b>	
<b>1. Purpose of Meeting: Pre-Bid Conference</b>			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Agency/ Designation</b>	<b>E-mail</b>	<b>Phone</b>
Romulo M. Angeles	NIA Region IV-A / BAC Vice Chairman	--	--
Narcisa R. Gabrido	NIA Region IV-A / BAC Member	--	--
Vinille M. Mangalino	NIA Region IV-A / BAC Secretariat	--	--
Glenn Anthony M. San Mateo	NIA Region IV-A / BAC TWG	--	--
Rhea Marfesa C. Ruiz	NIA Region IV-A / BAC TWG	--	--
Jayson P. Capistrano	Jundes Construction and Supply / Project Engineer	--	--
<b>3. Meeting Agenda</b>			
The meeting was called to order at 2:00 P.M. by BAC Vice Chairman Romulo M. Angeles for the Pre-Bid Conference of the following projects:			
<ol style="list-style-type: none"> <li>1. Contract No. 4AQ-LPQ-VAR2-15 Construction of Canal Lining, Lateral A of Quipot IP, San Antonio, Quezon</li> <li>2. Contract No. 4AQ-LPQ-VAR3A-16 Construction of Canal Lining and Canal Structures @ Sta 10+032.93 – Sta 10+117.03 and Sta 11+608.5 – Sta 11+905.15 MC of Quipot IP, San Antonio, Quezon</li> <li>3. Contract No. 4AQ-LPQ-VAR3B-16 Construction of Canal Lining and Canal Structures @ Sta 11+905.15 – Sta 12+287 MC of Quipot IP, San Antonio, Quezon</li> <li>4. Contract No. 4AQ-LPQ-SP3-17 Construction of Canal Lining, Lateral A of Quipot IP, San Antonio, Quezon</li> <li>5. Contract No. 4AQ-LPQ-SP1-18 Construction of Service Road and Spillway of Quipot IP, San Antonio, Quezon</li> </ol>			
<b>4. Meeting Notes, Decisions, Issues</b>			
A. Status of Procurement - Engr. Angeles informed the attendees that construction should be completed by December, thus, projects should be given to the most efficient and competent contractor. Bidders were encouraged to raise all queries and clarifications in preparation of bid proposal and award requirements during this conference.			
Invitation to bid (IB) of aforementioned projects was published at Philippine Government Electronic Procurement System (PhilGeps), details are as follows:			
Contract No.	PhilGEPs Reference No.	Date of Posting at PhilGEPs	Opening of Bids
4AQ-LPQ-VAR2-15	5808245	November 15, 2018	Dec 4, 2018 / 2:00 PM
4AQ-LPQ-VAR3A-16	5808652	November 15, 2018	Dec 4, 2018 / 2:30 PM
4AQ-LPQ-VAR3B-16	5809073	November 15, 2018	Dec 4, 2018 / 3:00 PM
4AQ-LPQ-SP3-17	5810037	November 15, 2018	Dec 4, 2018 / 3:30 PM
4AQ-LPQ-SP1-18	5835642	November 22, 2018	Dec 4, 2018 / 4:00 PM
Bidders are advised to log in at PhilGEPs and download the Invitation to Bid. Adobe reader should be installed for bidders to download the file. 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 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. Modification of proposal or additional document will not be accepted in response to such notice. Failure to submit request for reconsideration with justification shall mean disqualification. 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.			
NIA reserves the right to accept or reject any and all bids, to annul the bidding process and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders; and not to award the contract due to situations cited in Section 41 of the revised IRR of RA 9184, such as change in allocation and unworkability of proposed works.			

B. Issuance of Bid Documents – Upon reading Invitation to Bid, letter of intent complete with date and attachments should be brought during initial coordination with NIA. 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 are Letter of Intent, valid PCAB license, Mayor's permit, Tax Clearance, PhilGEPs Registration, DTI or SEC Registration. 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. Two or more contractors cannot authorize a single person to purchase bid documents. Each contractor should have their own authorized personnel.

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:

**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, not Regional Office

**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. Construction of buildings need not be included in the list. Make sure that the list to be submitted is updated.
7. Statement of **Single Largest Completed Contract (SLCC)** similar to the contract to be bid in the prescribed format. 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. Stamp of BIR should be readable.
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, callable on demand, duly signed and notarized with documentary stamp: Samples of which are attached in the bid documents. 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 only, tally with the list of key personnel. Names of the Project Engineer, Materials Engineer, Safety Health Officer and Foreman should be reflected.
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 facilities or similar 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. Personnel assigned to projects yet to be completed should not be listed for the contract to be bid.
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. Should bidder use lease contract agreement, be sure that agreement truly exists; Latest contract should be attached and phone number of lessor should be indicated. 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 pledged to the contract to be bid as equipment will be post qualified.
15. 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.

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. Any queries/questions with regards to the BOQ will be entertained only after the BAC has declared the Lowest Calculated Bid. BOQ without signature is ground for disqualification.
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. Train law must be considered in derivation of unit cost: Adjustment in unit cost due to price escalation will not be considered.
3. Monthly cash flow and payments schedule

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

1. Special Power of Attorney and/or Secretary's Certificate of contractors authorized representative shall be submitted. Representative shall be authorized to purchase bid documents, attend prebid conference and opening of bids, submit and receive documents and notices, and transact with this agency except for contract signing which shall be sole responsibility of the owner / general manager. This will also serve as protection to the company owner to prohibit unauthorized personnel to purchase documents in their behalf.
2. All pages of legal and technical documents should be signed by the contractor before reproduction of copies.
3. Double or triple handling of requirements should not be an issue; such should be considered in derivation of unit cost since contractor is deemed to have inspected the site prior to purchase of bid documents.
4. Instruction to Bidders (ITB) is no longer required in submission of bid. Signed ITB is now included in award requirements.
5. Make sure that submitted original and photocopies of original documents are readable.
6. Should contractor request for additional plans, reproduction fee will be charged per sheet.
7. Validity of documents included in the bid proposal should be double checked. Expired permits, license and tax clearance are considered ground for disqualification.
8. Documentary Stamp should be affixed in all notarized documents.
9. Bid proposal should be arranged according to the checklist of documents properly labeled with side tabbings to facilitate easy evaluation.
10. Bidders are to synchronize their time with the wall clock in the NIA Conference Room. Late proposals will not be accepted.
11. Contractor's facsimile and email should be provided for fast exchange of communication. All notices and award, once approved, will be faxed to the concerned bidder and the concerned bidder to re-fax the duly received document on the same day. Should the owner or general manager be unavailable to receive the award, anyone who has authorization to receive the award may do so, provided such authorization will be sent to this office.

D. Submission of Award Requirements – Bidders were advised that award requirements should be submitted within three (3) calendar days upon receipt of Notice to Award, otherwise, outright disqualification will be imposed. Bidder may opt to start preparing award requirements such as construction methods, construction safety health program, manpower schedule, equipment schedule, construction schedule and PERT CPM should they sense that they would receive the award to hasten submission. Award requirements are as follows:

1. A written conforme of the Award with company letter head, date and signature
2. Performance Security in favor of NIA in the form of
  - a. Cash, Manager's Check, Cashier's Check, Irrevocable Letter of Credit, Bank Draft – equivalent to 10% of contract price,
  - b. Bank Guarantee – equivalent to 10% of contract price, or
  - c. Surety Bond – equivalent to 30% of contract price.The conditions of the Performance Security shall include: "The right to institute action on the penal bond pursuant to Republic Act No 3688 on any individual firm, partnership, corporation and association supplying the Contractor with labor and materials for the prosecution of the works is hereby acknowledged and confirmed" and "callable on demand".
3. Contractors All Risk Insurance
4. Duly signed Construction Schedule and PERT-CPM for Approval of the HOPE
5. Duly signed Manpower Schedule
6. Duly signed Equipment Utilization Schedule
7. Duly signed Construction Safety and Health Program approved by DOLE. Received copy of the Construction Safety Health Program (CSHP) will be sufficient for award requirement but no payment will be made without the DOLE Approved CSHP.
8. Duly signed Construction Methods in a Narrative form
9. The purchased Bidding Documents duly signed in each pages

E. Contract Signing – Owner should be available during the scheduled contract signing. Non-availability of owner in scheduled contract signing is ground for disqualification.

F. Notice to Proceed – Day after receipt date of NTP will be counted the starting date. Contractor may opt to start construction without such notice at their own risk; they only have to submit letter of intent to start construction to avail of good weather condition and IMO to assign Project-in-Charge. Statistical report should be submitted by the contractor in a fortnightly basis for their accomplishment to be accounted. Contractors were assured though that all contracts to be bid have corresponding allocations.

G. Project Implementation – The regional director is the one who enters into contract but Irrigation Management Offices (IMO) implements the contract. Contractor may request variation, suspension, resumption, and time extension in writing, to be received and processed by IMO concerned and subject for director's approval. Contractor will suffer liquidated damages and blacklisting without approved time suspension, resumption or extension. Twenty percent (20%) of the contract duration indicated in the invitation to bid and bid documents is considered unworkable, thus suspension brought by unfavorable weather condition will not be accepted unless it exceed predetermined unworkable days.

Negative slippages in contract works will be monitored and corresponding administrative and punitive actions will be given to contractors. For contracts with negative slippage of 5% ("Early Warning" Stage), contractor will be given warning and will be required to submit detailed catch-up program on fortnightly basis to eliminate slippage. For contracts with negative slippage of 10% ("ICU" Stage), contractor will be given final warning and will be required to submit detailed catch-up plan in weekly basis. For contract works with negative slippage of 15% ("Terminal" Stage), contract will be subject to termination and/or take-over of remaining works. Contractors will be disqualified to participate in bidding should they incur a negative slippage 15% in one of his on-going contracts or negative slippage of 10% in two or more on-going contracts.

Day to day activities should be recorded in a logbook. If in any case the construction activity is suspended, proper documentation should be observed. Copy of barangay blotter should be secured in case local residents stop or hinder construction. In case change / additional work is inevitable, contractor shall immediately request for variation and such shall be processed within thirty (30) days. Change/Additional work done without approved variation order is illegal and will not be paid. Variation order should be approved prior to construction. As built plans shall be furnished by the contractor upon completion of contract works.

I. ADJOURNMENT – Bidders were reminded that competition does not end with issuance of Notice to Award: Bidder may still be disqualified if they cannot comply with award requirements, if they cannot attend the scheduled contract signing and if they cannot submit duly received NTP. Delay in paper works reflect possible delay in construction works. The meeting was adjourned at 3:00 PM.

**5. Action Items**

Action	Assigned to	Due Date
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**6. Next Meeting**

<b>Date:</b> (MM/DD/YYYY)	TBD	<b>Time:</b>	TBD	<b>Location:</b>	TBD
<b>Agenda:</b>	TBD				

**Attested By:**

  
**ROMULO M. ANGELES**  
 Vice Chairman, BAC


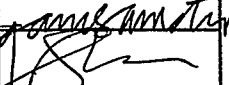
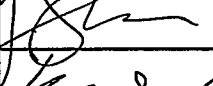
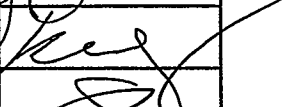
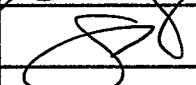
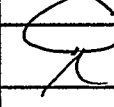
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**QUIPOT IRRIGATION PROJECT - 4AQ-LPQ-VAR2-15**  
**QUIPOT IRRIGATION PROJECT - 4AQ-LPQ-VAR3A-16**  
**QUIPOT IRRIGATION PROJECT- 4AQ-LPQ-VAR3B-16**  
**QUIPOT IRRIGATION PROJECT - 4AQ-LPQ-SP3-17**  
**QUIPOT IRRIGATION PROJECT - 4AQ-LPQ-SP1-18**

San Antonio, Quezon

**PRE-BID CONFERENCE**

November 22, 2018 , 02:00 P.M.

NAME IN PRINT	SEX		AGENCY OR FIRM	DESIGNATION	SIGNATURE
	M	F			
1. Milke M. Mangalino		✓	NIA REGION IV-A	BAC-SEC	
2. <del>GLENN ANTHONY M. SANMARTIN</del>			NIA REG. IV-A	TWG	<del></del>
3. JAYSON P. CASTRANO			JUNDS CONSTRUCTION	PRO. ENG	
4. Rhea Marjosa Cruz		✓	NIA	TWG	
5. ROMULO M. ANGELE		✓	NIA - REG. IV-A	BAC	
6. NAOLISA R. GABRIEL		✓	NIA - Reg IV-A	BAC	
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