



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE NO. IX (ZAMBOANGA PENINSULA)
REGIONAL CENTER, BALINTAWAK, PAGADIAN CITY

**MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC)
HELD ON 25 AUGUST 2023 AT CONFERENCE ROOM, NIA REGIONAL OFFICE IX, REGIONAL
CENTER, BALINTAWAK, PAGADIAN CITY, ZAMBOANGA DEL SUR**

I. ATTENDANCE

Present:

Bids and Awards Committee

ANTONIO B. GUJELING	Chairperson, BAC
JOEL G. JANIOLA	Vice-Chairperson, BAC
FEDERICO A. DALAOTA	Member, BAC
ARNON T. CARBONILLA	Member, BAC

Technical Working Group

BURT K. LAGORRA	Head, TWG
KATHERINE GRACE C. LUMILIS	Member, TWG
NISA C. SINDATOC	Member, TWG

Secretariat

MARIETTA M. CORTES	Head, Secretariat
EDROSE BIEM HORTILANO-GONZALES	Member, Secretariat
PETERSON C. BONGBONG	Member, Secretariat

Absent: (*On Official Business/**On Leave)

NORMA C. CABRALES*	Member, BAC
RODEL J. YUNTING*	Member, TWG
SIMPLICIO GERARDO R. BAUTISTA*	Member, Secretariat
CHENDYLENE R. BULANON*	Member, Secretariat
ANGELIE P. CANONEO**	Member, Secretariat

II. AGENDA

The pre-bid conference for the following projects:

- 1. Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (GAA), Balintawak, Pagadian City**
Contract Ref. No.: NIAREG9-090623-GAACY2023-075 (GOODS)
- 2. Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (COB), Balintawak, Pagadian City**
Contract Ref. No.: NIAREG9-090623-COBCY2023-076 (GOODS)
- 3. Supply, Delivery and Installation of Equipment Machinery, Tools & Accessories, including Operations & Maintenance Training and applicable Certifications, Balintawak, Pagadian City (Lot 1 & 2)**
Contract Ref. No.: NIAREG9-090623-COBCY2023-077 (GOODS)



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Invitations of the procurement of the above-mentioned projects were sent to Commission on Audit (COA), Irrigators Association (IA), End-user (EU) and Philippine Chamber of Commerce and Industry (PCCI).

III. CALL TO ORDER

The meeting was held at the Conference Room of the National Irrigation Administration, Regional Office IX, Regional Center, Balintawak, Pagadian City, Zamboanga del Sur and called to order at exactly **9:45 AM** of the **25th** day of **August 2023** presided by **Engr. Antonio B. Gujeling**, the BAC Chairperson. Engr. Burt K. Lagorra, member of the BAC TWG, led the opening prayer.

IV. QUORUM

The BAC Secretariat read the attendance to acknowledge the presence of BAC and prospective bidders. As most of the BAC members are present, the Chairperson declared the presence of a quorum.

V. PROSPECTIVE BIDDERS

The appearances of the following bidders' representatives and observers were acknowledged as follows:

#	Bidders Name	Company's Name/Address
1	Elson Mamalias	8Ternity Inc.
2	Emerson Carreon	Golden Daughter
3	Jun Tumarong	Artifex
4	Eric Bathan	Infinity Gen. Mdse.
5	Riel Jalalon	Phil Instruments
6	Maria Ambal (<i>joined online</i>)	
7	Spuds Enterprises (<i>joined online</i>)	
8	Marketing Department (<i>joined online</i>)	
9	Goldtown Admin (<i>joined online</i>)	

VI. DISCUSSIONS

The following information/issues were raised, discussed, agreed, and clarified:

1. Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (GAA), Balintawak, Pagadian City

- The secretariat read the contents of the bidding documents, wherein the contract has the following details:
 - a. Contract Description: **Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (GAA), Balintawak, Pagadian City**
 - b. Fund Source: **GAA CY 2023**
 - c. Contract Duration: **60 calendar days**
 - d. Contract Ref. No.: **NIAREG9-090623-GAACY2023-075 (GOODS)**
 - e. Approved Budget of the Contract (ABC): **₱ 2,212,840.00**



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- f. Price of Bid Docs: **₱ 5,000.00**
 - The schedule for site inspection is then discussed and agreed upon with the prospective bidders.
- 2. Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (COB), Balintawak, Pagadian City**
- The secretariat read the contents of the bidding documents, wherein the contract has the following details:
 - a. Contract Description: **Supply & Delivery of ICT Equipment for the use of NIA-Regional Office (COB), Balintawak, Pagadian City**
 - b. Fund Source: **COB CY 2023**
 - c. Contract Duration: **60 calendar days**
 - d. Contract Ref. No.: **NIAREG9-090623-COBCY2023-076 (GOODS)**
 - e. Approved Budget of the Contract (ABC): **₱ 1,631,274.67**
 - f. Price of Bid Docs: **₱ 5,000.00**
 - The schedule for site inspection is then discussed and agreed upon with the prospective bidders.
- 3. Supply, Delivery and Installation of Equipment Machinery, Tools & Accessories, including Operations & Maintenance Training and applicable Certifications, Balintawak, Pagadian City (Lot 1 & 2)**
- The secretariat read the contents of the bidding documents, wherein the contract has the following details:
 - a. Contract Description: **Supply, Delivery and Installation of Equipment Machinery, Tools & Accessories, including Operations & Maintenance Training and applicable Certifications, Balintawak, Pagadian City**
 - b. Fund Source: **COB CY 2023**
 - c. Contract Duration: **120 calendar days**
 - d. Contract Ref. No.: **NIAREG9-090623-COBCY2023-077 (GOODS)**
 - e. Approved Budget of the Contract (ABC): **₱ 6,800,000.00**
 - i. Lot 1: **₱4,000,000.00**
 - ii. Lot 2: **₱2,800,000.00**
 - f. Price of Bid Docs: **₱ 10,000.00 (₱5,000/Lot)**
 - The schedule for site inspection is then discussed and agreed upon with the prospective bidders.

VII. BIDDING MATTERS

- Reading of **MC No. 40**, s. 2017 and **MC No. 67**, s. 2016.
- Prospective bidders were advised to submit proposals within the Approved Budget for the Contract.
- The bidders were informed to only use GPPB standard/prescribed forms in submitting their Bid-proposals. To re-orient and further familiarize them, forms were presented and discussed to wit:
 - 1. List of Equipment, Owned or Leased and/ or under Purchase Agreements, pledged to the Proposed Contract.** Bidders were reminded that matrix form should be accomplished thoroughly, and registration numbers must be updated accordingly.



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Hence, for items that are not applicable should be filled with "N/A" otherwise indicate appropriate remarks. Forms with incomplete data/misrepresentation of facts may constitute the disqualification of the bidders. Also, bidders were reminded to avoid using equipment already pledged to other contracts.

2. **Qualification of Key Personnel Proposed to be Assigned to the Contract.** Contractors/bidders key personnel assigned to on-going projects with NIA must not be recast/pledged again as key personnel for this bidding. The BAC will prioritize contractors/company which employs materials quality engineer.
3. **Key Personnel Biodata.** Form must be accomplished and signed with the concerned person. Licenses must be up to date.
4. **List of all on-going Government and Private Construction Contracts including Contracts awarded and not yet awarded.** Data declared in the form must be with a legal basis and accurate. The BAC will be reviewing the bidder's background and any misrepresentation of data may constitute disqualification of their bid.
5. **Statement of Bidders' Single Largest Completed Contract (SLCC).** Supporting documents to be attached must be complied accordingly.
6. **Documents Comprising the Bid: Eligibility and Technical Components** (*Clause 12, ITB of Public Bidding Documents*)
 - a. **Eligibility Documents**
 - Class "A" documents**
 - PhilGEPS Certificate of Registration (Platinum Membership)
 - Statement of all ongoing government and private contracts
 - Statement of SLCC
 - Notice of Award and/or Notice to Proceed
 - Project Owner's Certificate of Final Acceptance or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. (*In the event of contracts with the private sector, an equivalent document shall be submitted.*)
 - Valid Special PCAB license in case of joint ventures
 - Net Financial Contracting Capacity (NFCC) computation (Must be supported by Audited Financial Statement duly received by the BIR)
 - Class "B" documents**
 - Joint Venture Agreement (Special PCAB License)
 - b. **Technical Documents**
 - Bid Security
 - Bank draft/guarantee or Irrevocable letter of credit; or Surety Bond
 - Bid Securing Declaration (Cause 18.1, ITB of PBD)
 - Project Requirements
 - Organizational chart
 - List of contractor's personnel (with complete qualification and experience data, and not already pledged to another contract)
 - List of contractor's major equipment units (supported by proof of ownership, certification of availability of equipment from the equipment from the equipment lessor/vendor for the duration of the project)
 - Omnibus Sworn Statement
7. **Documents Comprising the Bid: Financial Component** (*Clause 13, ITB of Public Bidding Documents*)
 - a. **Financial Bid Form** (Discounts offered must be provided with explanation)
 - Bid Price
 - Bill of quantities
 - b. **Any other document stated in the Bid Data Sheet (BDS)**



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- Detailed estimates (Labor rate should follow the updated Regional Wage Board)
 - Cash flow by quarter or payment schedule
- 8. Bid Validity (ITB Section 17)**
- 9. Format and Signing of Bids (ITB Section 19)**
- 10. Sealing and marking of Bids (ITB Section 20).**
- Documents must be softbound with tabbing according to checklist.
- 11. Deadline for Submission of Bids (ITB Section 21)**
- 12. Late Bids (ITB Section 22)**
- GPPB Standard Forms will be included upon purchase of Bid Documents.
 - Representative shall strictly bring Special Power of Attorney (SPA) from only (1) construction firm during Site Inspection.
 - *Other Reminders for Bidders:*
 1. All documents duly must be signed.
 2. Submitting partial bids are not allowed.
 3. For withdrawing bids, a letter of withdrawal must be received by the BAC Secretariat before the scheduled start of bid opening.


VIII. OTHER MATTERS

The Opening of Bids is scheduled on **September 6, 2023**, at **9:00 AM** to be held at NIA Regional Office IX, Conference Room.


IX. ADJOURNMENT


They're having no more issues to discuss and to be resolved, the pre-bid conference adjourned at **11:00 AM**.

Prepared by:

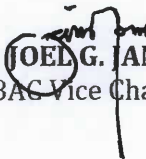

MARIETTA M. CORTES
Head, Secretariat

Conformed by:


ARNON T. CARBONILLA
BAC Member


FEDERICO A. DALAOTA
BAC Member

(On Official Business)
NORMA C. CABRALES
BAC Member


JOEL G. JANIOLA
BAC Vice Chairperson


ANTONIO B. GUJELING
BAC Chairperson