



**Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE II**

**MINUTES OF THE 2<sup>nd</sup> PRE-BID CONFERENCE**  
DESIGN AND CONSTRUCTION OF THE BUREAU OF CUSTOMS PORT OF CEBU BUILDING  
**Bid Reference No. GPG-B2-2020-382**  
5<sup>th</sup> Floor Conference Room, PITC – HO, NDC Building  
03 September 2020; 10:00am

There having a quorum, Chair convened the meeting at 10:20am.

In attendance are:

<b>FOR PITC BAC II</b>
Christabelle P. Ebriega, Chairperson
Atty. Maria Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
<b>PITC BAC II – TWG/Secretariat</b> (pls. see attached attendance sheet)
<b>PITC – Proponent GPG</b> Jinky C. Apolinar

<b>FOR PROPONENT – BOC</b>
MGen Job S. Yucoco, (Ret.), Alt. Provisional Member
Raquel G. De Jesus
<b>BIDDERS:</b>
1) Arn Builders Inc.
2) TN Ramos Construction & Development Corp
3) Verzontal Infrastructure Corp.
4) Sta. Clara International Corp.

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the 2<sup>nd</sup> pre-bid conference for the Design and Construction of Bureau of Customs Port of Cebu Building. After which, Chair acknowledged the presence of the BAC Members and the BOC representatives through Video Conference (via ZOOM).
- Chair discussed the items in the Invitation to Bid, which include among others the following:
  - To be able to participate in this procurement project, they should have completed a single contract similar to the project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index.
  - For purposes of this project, “similar contracts” shall refer to contracts involving **Design and Build of Vertical Structures**.
  - At the same time, Invitees are interested Contractors with valid and current Philippine Contractors Accreditation Board (PCAB Classification/Category in General Building/General Engineering with License Category of “AAA” and Size Range “Large B”, to bid for the Design and Construction of the Bureau of Customs Port of Cebu Building (hereinafter referred to as the “WORKS”). The PCAB license must indicate “PCAB registered contractor for Government Projects.
- The Chair explained that the first part of the Bidding Documents is the Instructions to Bidders, which bidder may review at their own free time. The BAC will discuss the documents which bidders need to submit on the scheduled Bid Opening.
- Chair started to discuss the Envelope System:
  - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
  - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: “original”, “duplicate” and “triplicate”.
  - **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

**ELIGIBILITY DOCUMENTS**

Class "A" Eligibility Requirements	Chair's Instructions
SEC/DTI Registration Certificate	<ul style="list-style-type: none"> <li>• <b>For Corporation</b>, submission will be the SEC Registration Certificate.</li> <li>• <b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration; and</li> <li>• <b>For Cooperatives</b> a copy of valid and current Cooperative Development Authority (CDA)</li> </ul>
Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas.	<p>Bidders must submit <b>2020</b> Mayor's Permit.</p> <p>In cases of recently expired Mayor's / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement;</p>
Valid and Current Tax Clearance	<p>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Bidder that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidder to transact only with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> <li>a) Independent Auditor's Report</li> <li>b) Balance Sheet (Statement of Financial Position); and</li> <li>c) Income Statement (Statement of Comprehensive Income).</li> </ol> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired, Bidder must submit the valid and current one.</p> <p>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p><b>Annex I</b> Statement of All Ongoing Government and Private Contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid</p>	<ul style="list-style-type: none"> <li>• Form "<b>Annex I</b>" is already provided in the Bidding Documents. Bidder to use Annex I;</li> <li>• Bidder to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page</li> </ul>
<p><b>Annex I-A</b> Statement of Single Largest Completed Design and Build Contract similar to the project to be bid equivalent to at least fifty (50%) of the total ABC of the project (Annex I-A).</p> <p>For purposes of this project, "similar contracts" shall refer to contracts involving <b>Design and Build of Vertical Structures</b>.</p>	<ul style="list-style-type: none"> <li>• Bidder to follow the form provided;</li> <li>• Bidder to attach any of the following documents which correspond to the listed Single largest completed contracts per Annex I-A:             <ol style="list-style-type: none"> <li>a) Constructor's Performance Evaluation System (CPES)- Final Rating which must be Satisfactory; OR</li> <li>b) Owner's Certificate of Acceptance; OR</li> <li>c) Owner's Certificate of Completion</li> </ol> </li> </ul> <p>Chair emphasized that if the form has no attachment, the submission will be declared as "failed".</p>

Valid and current Philippine Contractors Accreditation Board (PCAB) License with Classification/Category in General Building/General Engineering with Minimum License Category of "AAA" and Minimum Size Range "Large B".	The PCAB License must indicate "PCAB registered contractor for Government Projects"  Bidder must ensure that PCAB license is signed by the owner/authorized officer of their company.
<b>Annex II</b> Duly signed Certificate of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5	<ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex II</b>;</li> <li>• Chair mentioned that the Formula for the NFCC is already provided. The detailed computation using the required formula must be shown as provided for in <b>Annex II</b>;</li> <li>• Chair emphasized that the NFCC, computation must be at least equal to the total ABC of the project/s.</li> <li>• The form must be signed by the authorized representative.</li> </ul>
<b>CLASS "B" DOCUMENTS</b> <b>For Joint Venture</b>	Since Bidder will not join into Joint Venture, Chair skipped this portion. Details are found in Bid Data Sheet ITB Clause 12.1 pages 35 to 37 of the Bidding Documents.

**TECHNICAL DOCUMENTS**

<b>Technical Requirements</b>	<b>Chair's Instructions</b>
Bid Security in any of the following forms: (a) Bid Securing Declaration per Annex III; (b) Cash or Cashier's or Manager's Check equivalent to at least 2% of the ABC (c) Bank Guarantee/ Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR (d) Surety Bond callable upon demand equivalent to at least 5% of the ABC.	<p><b>(a) Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>- The form is provided for as <b>Annex III</b>;</li> <li>- Signed by Bidder's Authorized representative and notarized.</li> </ul> <p>Chair emphasized that Bidder may scan the form in their letterhead to ensure that all data are captured. Use the form in the bidding documents, do not use old form nor forms from other government biddings.</p> <p>The other forms of Bid Security are for the following:</p> <p><b>(b)</b> The Cashier's/Manager's Check shall be issued by a local Universal or Commercial Bank;</p> <p><b>(c)</b> The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank; <b>OR</b></p> <p><b>(d)</b> In case Bidders will opt for a Surety Bond as Bid Security, they must take note of the following:</p> <ol style="list-style-type: none"> <li>1) The surety bond must specify the 14 grounds for forfeiture of bid security as stated in Section II, ITC Clause 18.5;</li> <li>2) The bond must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond;</li> <li>3) Bidder must submit together with the surety bond a copy of a valid Certification from Insurance Commission which must state that the surety or insurance company is specifically authorized to issue surety bonds; <b>AND</b></li> <li>4) The bond must be callable upon demand.</li> </ol>
<b>Annex IV-A</b> Technical Bid Form	<p>As the Technical Bid Form was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidders to put the word "Comply" in all the line item under the column "Bidder's Statement of Compliance";</li> <li>• All five (5) pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>

<p><b>Annex IV-B</b> Affidavit of Undertaking for the Project's Terms of Reference as shown in the Drawings/Plans</p>	<ul style="list-style-type: none"> <li>• Transpose the form in Bidder's Company Letterhead;</li> <li>• Fill all the required information;</li> <li>• Signed by the Affiant/Bidder's Authorized Representative.</li> </ul>
<p><b>Annex IV-C</b> Duly Conformed Criteria for Assessing Technical Documents (5 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's Authorized Representative/s to sign the "conforme" box provided on all pages.</li> </ul>
<p><b>Annex IV-D</b> Duly Conformed Presentation Criteria (2 pages)</p>	
<p>Project Requirements, which shall include the following:</p>	<ol style="list-style-type: none"> <li>1) Complete set of Preliminary Conceptual Design Plans duly signed and sealed in accordance with the degree of details specified in the Project's Terms of Reference, Design Criteria and Specifications as shown in the Drawings/Plans, which must include the following: <ol style="list-style-type: none"> <li>a) Architectural</li> <li>b) Civil/Structural</li> <li>c) Electrical</li> <li>d) Sanitary/Plumbing</li> <li>e) Mechanical</li> <li>f) Electronics</li> <li>g) Site Development Plan</li> <li>h) Scope of Works, Specifications</li> </ol> <p>The above requirements must be in the following format:</p> <ol style="list-style-type: none"> <li>a) In 2D and 3D Presentation at suitable scale on 20"x30" blue print or A3 size white print paper minimum size and</li> <li>b) PDF copy in a CD/DVD or USB</li> </ol> </li> <li>2) Organizational chart for the contract to be bid;</li> <li>3) List of Contractor's Design Team for each of the following personnel: <ol style="list-style-type: none"> <li>3.1) Project Coordinator</li> <li>3.2) Architect</li> <li>3.3) Civil Engineer</li> <li>3.4) Mechanical Engineer</li> <li>3.5) Electrical Engineer</li> <li>3.6) Electronics and Communications Engineer</li> <li>3.7) Sanitary Engineer or Master Plumber</li> <li>3.8) Fire Protection and Safety Engineer</li> <li>3.9) Landscape Architect</li> </ol> <p>Together with their: Complete qualification and experience with attached Bio-Data (Please use template per Annex V)</p> </li> <li>4) List of contractor's personnel to be assigned to the project during the construction stage, such as but not limited to the following: <ol style="list-style-type: none"> <li>4.1) Architect</li> <li>4.2) Interior Designer</li> <li>4.3) Civil Engineer</li> <li>4.4) Project Manager</li> <li>4.5) Electrical Engineer</li> <li>4.6) Electronics and Communications Engineer</li> <li>4.7) Mechanical Engineer</li> <li>4.8) Mechanical Controls Engineer</li> <li>4.9) Sanitary Engineer or Master Plumber</li> <li>4.10) Fire Protection and Safety Engineer</li> <li>4.11) Landscape Architect</li> <li>4.12) Project Engineer</li> <li>4.13) Resident Engineer</li> <li>4.14) Materials Engineer</li> <li>4.15) General Foreman</li> <li>4.16) Quantity Surveyor</li> </ol> </li> </ol>

	<p>Together with: ▪ Complete qualification and experience with attached Bio-Data (<b>Please use template per Annex V</b>)</p> <p>5) Construction Methodology including Value Engineering Analysis of Design;</p> <p>6) Construction Schedule, in the following formats:  6.1) PERT/CPM;  6.2) S-Curve format; and  6.3) Gantt Chart</p> <p>7) Manpower Schedule (in Gantt Chart format)</p> <p>8) Equipment Utilization Schedule (in Gantt Chart format)</p> <p>9) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project.</p>
<p><b>Annex VI</b>  Duly Signed and Notarized Affidavit of Site Inspection</p>	<p><b>Contact Person</b>  Name: Shirley Abarientos  Contact No.: 0917-546-9157  Time of Inspection: Mondays to Fridays  Address: Gate 7, Pier 6, Cebu International Port Complex, Sergio Osmena Blvd., North Reclamation Area, Cebu.</p>
<p><b>Annex VII</b>  Certificate of Performance Evaluation</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VII</b>;</li> <li>• The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s;</li> <li>• The rating should be at least <b>SATISFACTORY; AND</b></li> <li>• Provide all the information called for and the form must be signed by the Single Largest <b>Completed DESIGN AND BUILD CONTRACT</b> per submitted Annex I-A.</li> </ul>
<p>Proof of Authority of the designated representative/s:</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li>1) Duly notarized Special Power of Attorney – For sole proprietorship if owner opts to designate a representative/s; <b>OR</b></li> <li>2) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture</li> </ol> <p>If there are more than one authorized representative, Bidders were advised to use the word "OR" or "ANY" of the following as authorized representatives. Otherwise, BAC will look for the signatures of all listed representatives.</p>
<p><b>Annex VIII</b>  Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidder to use the form that PITC provided in the Bidding Documents.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Chair suggested that the form just be scanned or photocopied and then fill up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p>

	The last page must be signed by the authorized representative and notarized.
<b>Financial Documents</b>	<b>Chair's Instructions</b>
<p>a) Financial Bid Form – <b>Annex IX</b></p> <p><b>Bidder to submit PDF copy (in CD/DVD or USB) and printed copy of the following together with the Financial Bid Form:</b></p> <p>b) Bill of Quantities</p> <p>c) Detailed cost estimates including summary sheet indicating the unit prices of construction materials, labor rates, equipment rentals and indirect costs used in coming up with the bid</p> <p>d) Cash Flow per Quarter</p> <p>e) Payments Schedule</p>	<p>Envelope 2 will contain the Financial Documents of the Bidder. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form;</li> <li>• Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0";</li> <li>• Forms to be signed by the bidder's authorized representative</li> </ul> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- Chair opened the floor for questions/clarifications. Details are as follows:

<b>Bidder's Query</b>	<b>Committee's Reply</b>
Ma'am we are trying to download the Bidding Documents in the PhilGEPS...	Chair: PhilGEPS is actually down until tomorrow, but you may download a copy of the Bidding Documents at PITC website ( <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> ).
Regarding the Schedule of Payment, on the 15% Mobilization for the construction...	Sir, you may cross check with the Special Conditions of the Contract ( <i>Section V of the Bidding Documents</i> ).
	Also, please take note of the requirements for Post-qualification. If you have any issue, please raise it in writing and send it to the PITC BAC. It is better to send your concerns through email.
Regarding the submission of bid drawings...	Preliminary Conceptual Designs?
Yes.	That requirement should be submitted on the scheduled Bid Opening.
Is there an extension for the Submission and Opening of Bids?	You need to raise it in writing sir. And please indicate how many days you will need.
I have a concern in the Technical Manpower, can a single person hold a multiple position?	Chair: I will refer your questions to the end-users.
	BOC: Yes, it is allowed but you should be qualified to both positions (i.e. you should be qualified both as architect and engineer).
	Chair: If that's the case, you should also submit separate CV for each position.
	Chair: Sir may I ask you to raise that particular concern in writing as well?
Regarding the Submission of Bids, we will be submitting the actual bid, will there be problems? just in case.	That is a legitimate concern sir. But right now, you may submit your bids physically in the office on or before September 21, 2020. But in line with the precautionary health and safety measures, prospective Bidders who bought Bidding Documents may join the Opening of Bids via video conference (Zoom)
Do we have a Technical Data of the site for the design?	Chair: I think it's already included in the CD that will be provided.
I mean the Technical Investigation?	Sir please also include that in your letter.
	Again, please review the documents well and if you have any concern in any of the requirements, I suggest that you raise it in writing. The Committee's response will be in the

	form of a Supplemental Bid Bulletin which will be posted in the PhilGEPS and PITC website. It is your responsibility to check the site from time to time for Bid Bulletin issuances.
	If there are no other concerns, we will wait for your letter. Thank you and Good luck.

**OTHER MATTERS:**

- Chair informed the Bidders that the Bidding Documents may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and PITC Website at [www.pitc.gov.ph](http://www.pitc.gov.ph). However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of bids will be allowed to drop/submit their bid documents.

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Irene G. Alayon at [bac2secretariat@pitc.gov.ph](mailto:bac2secretariat@pitc.gov.ph). Thereafter, proof of payment must be emailed back to the BAC Secretariat

- Bidders may write the BAC for concerns/queries through **EMAIL** until **September 11, 2020 (Friday)**. BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website ([www.pitc.gov.ph](http://www.pitc.gov.ph)).

**Request for clarifications may be sent to:**

Chair – Bids and Awards Committee II  
 Philippine International Trading Corporation  
 5/F NDC Bldg., 116 Tordesillas St, Salcedo Village, Makati City  
 Email: [bac2secretariat@pitc.gov.ph](mailto:bac2secretariat@pitc.gov.ph) / [ialayon.ptd@pitc.gov.ph](mailto:ialayon.ptd@pitc.gov.ph)  
 Fax No.: 8892-2054

**Contact Person:**

Ms. Irene G. Alayon  
 Head – BAC II Secretariat  
 Tel. 8818-9801 local 310


**Note:** Maximum size of email with attachment is six (6) MB only.

- The Submission and Opening of Bids is scheduled on **21 September 2020 (Monday, 10:00 AM)**.


**ADJOURNMENT**

- The pre-bid conference was adjourned at 11:25am.

MINUTES TAKEN BY:

  
**IRENE G. ALAYON**  
 Head, BAC II Secretariat  
 LMC

APPROVED BY:

  
**CHRISTABELLE P. EBREGA**  
 BAC-II Chairperson