



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

MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF
DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL
SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND
CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING
DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE
ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING

BID REF. NO. GPG-B1-2020-440

01 October 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:15pm.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson via Zoom
Myra Chitella T. Alvarez, Vice-Chair
Atty. Roxanne Marie Q. Cruz, Member via Zoom
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Member via Zoom
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
Bidder via ZOOM: A.C. Ong Consulting, Inc.

FOR PROPONENT – AMCC via ZOOM
Atty. Mark John C. Melegrito
Atty. Carlo Tabaloc
Atty. Chris Banzon
Arch. Noreen Antonio

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. After which, Chair introduced the BAC Members and the End-Users representatives from AMCC through video conferencing (ZOOM).
- Chair acknowledged the presence of A.C. Ong Consulting, Inc., represented by Mr. Jairo Aquino, the only shortlisted Bidder for the procurement project via video conferencing (ZOOM).
- 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.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Technical Proposals/Documents</u>	<u>Chair's Instructions</u>
Technical Proposal Submission Form	<p>Form Annex II-A is already provided in the Bidding Documents. A.C. Ong must use the form.</p> <p>Chair reminded A.C. Ong that the form must be in the Bidder's Company Letterhead.</p>
<p>Annex III Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration</p> <ul style="list-style-type: none"> - A form is provided for as Annex III; <p>A.C. Ong should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Chair advised A.C. Ong to photocopy the form or scan it, and then have the authorized representative sign the form.</p> <p>The other forms of Bid Security are the following, there must be separate Bid Security if Bidder is Bidding for two (2) or more Items:</p> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC in the amount of <u>₱174,000.00</u> issued by a Local Universal or Local Commercial Bank);</p> <p>c. Bank Guarantee/ Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC in the amount of <u>₱174,000.00</u></p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC in the amount of <u>₱435,000.00</u></p> <p>In case A.C. Ong will opt for a Surety Bond, A.C. Ong must submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security, and it be written on bond itself.</p> <p>Chair advised A.C. Ong to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p>
<p>Annex II-B Signed and conformed AMCC Terms of Reference</p>	<ul style="list-style-type: none"> • A form is again provided; • A.C. Ong to provide the information called for; • A.C. Ong's authorized representative/s to sign the form.

Annex II-C Consultant's References	<ul style="list-style-type: none"> • Forms must be in Bidder's Client's Letterhead; • A.C. Ong to fill the required information called for; • A.C. Ong's authorized representative/s to sign the form.
Annex II-D Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be provided by the Procuring Entity	
Annex II-E Description of the Methodology and Work Plan for Performing the Project	
Annex II-F Team Composition and Tasks	
Annex II-G Time Schedule for Professional Personnel	
Annex II-H Activity (Work) Schedule	
Duly notarized Affidavit of Site Inspection - Atrium of Makati Condominium Corporation (AMCC)	Contact Person: BenGerard T. Penamante Contact Number: 09185036406 / 8811-4044 E-mail Address: bpenamante@yahoo.com Time of Inspection: Monday – Friday (9:00am – 5:00pm)
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p> <p>b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised A.C. Ong to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
Annex VI Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised A.C. Ong to use the form that PITC provided in this Bidding Document.</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 filled 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> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>
<p>ENVELOPE 2: FINANCIAL PROPOSAL FORMS</p> <p>Annex V-A Financial Proposal Form</p> <p>Annex V-A1 – Financial Bid Form</p> <p>Annex V-B – Summary of Costs</p> <p>Annex V-C Breakdown of Price per Activity</p> <p>Annex V-D Breakdown of Remuneration per Activity</p> <p>Annex V-E Reimbursables per Activity</p> <p>Annex V-F Miscellaneous Expenses</p>	<p>Envelope 2 will contain the Financial Proposal Form where A.C. Ong will indicate the Total Bid price which should not exceed the ABC in words and in figures.</p> <ul style="list-style-type: none"> • Submit three (3) copies • Do not leave any blank/s <p>Chair's Instructions is for A.C. Ong to supply the necessary details</p> <p>Chair again reminded A.C. Ong that any erasure there must be a counter signature or initialed by the authorized representative/s.</p>

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

A.C. Ong Query/Clarification/s	Committee's Reply
Regarding the form for duly Notarized Affidavit of Site Inspection, yung file po na na-download namin sa website is wala pong ganun Ma'am.	
	Sir it's just an Affidavit lang po, kayo po ang mag e-execute, statement niyo po yun. Nagpo-provide lang po kami kapag Certificate of Site Inspection. Indicate niyo lang po kung kailan niyo na-inspect.
Are we still going to use the forms, gamit sa eligibility?	
	I think that forms are already with us.
So hindi na po kami magasa-submit ng CVs ng mga tao?	
	Hindi na po. Yun na po yung gagamitin niyo, yung una niyo pong na-submit, yun na po yung magiging basis namin sa evaluation. I think your concern about the minimum

	required experience of the proposed professional staff. We will use whatever you have previously submitted.
For confirmation Ma'am, are we going to provide names for the support staff?	
	Ang required minimum are the 9 persons. In Annex II-F there is a Technical/Managerial Staff and Support Staff, that's where you need to fill up for the name of the support's staff. May concern po kayo regarding that requirement?
Since support staff po sila, baka po pwedeng magbago yung mga tao gagawin naming support for the primary personnel. Is it allowed po na to be name nalang po yung ilalagay namin?	
	Can you submit that concern in writing Sir?
Okay, Ma'am.	
Regarding the Annex II-C, Consultant References, does the projects po na concern po dito is yung completed lang po o kasama po yung ongoing? Kasi kung wording po na Carried Out, that means po completed.	
	What we need to see here is the services.
Noted Ma'am. Thank you.	
	If there are no more questions for now, we will wait for your letter. Thank you and good luck.

Chair's Instructions

Chair stated that A.C. Ong should write all their queries/concerns to the BAC Chair which may be sent through email. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.
Just a reminder that there are times that we answer some questions from the Bidders during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the intent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.
Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment: 1) Cash Payment PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM OR 2) Cash Deposit Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com . Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- Chair also reminded that A.C. Ong must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- For **questions/clarifications through Email:**

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5th Flr., NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph

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

BID SCHEDULE:

- A.C. Ong can send queries/concerns via email on or before **02 October 2020 (Friday)**.
- The Bid Opening is scheduled on **13 October 2020 (Tuesday, 3:00pm)**.

ADJOURNMENT:

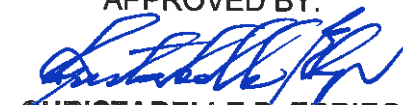
- There are no other matters discussed, the pre-bid conference was adjourned at 4:00pm.

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
KDC

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

Name of the Project	Consulting Services for a Full Building Assessment, Preparation of Detailed Architectural and Engineering Plans, Provision of Technical Support in the Procurement of a Retrofitting Contractor and Construction Project Management Consultant, General Monitoring during Construction, and Certify Compliance to the NSCP of the Atrium of Makati Condominium Corporation (AMCC) Building
Bid Reference No.	GPG-B1-2020-440
Activity	Pre-Bid Conference
Company Name	A.C. Ong Consulting, Inc.
Address	1799 P. Burgos St. Lourdes Sur, 2009 Angeles City, Pampanga/ 2/F LTA Building, 118 Perea Street, Legaspi Village, 1229 Makati City
Name of Representative [maximum of two (2)]	Jairo M. Aquino
Contact Nos.	+63 2 8893-5827; 8893-5829 local 118/ 0925-479-1437
Email Address	busdev@aco.com.ph
Scanned or Photo of Proof of Identity (please attached)	Please see attached PDF File

Thank you and Best Regards,

Jairo M. Aquino
Business Development Officer

Business Development Department



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2009 Angeles City, Pampanga/
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Website: **www.aco.com.ph**

a.c.ong
CONSULTING INC.
www.acong.com.ph



REPUBLIC OF THE PHILIPPINES
Unified Multi-Purpose ID



GRN-0122-4890634-8

NAME: AQUINO

NAME SUFFIX: JAIRO

MIDDLE NAME: MANALILI

SEX: MALE
DATE OF BIRTH: 1/18/1970

ADDRESS: 796 C BALINGKIT ST. MALATE
MANILA NCR PHIL 1001





ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-440) - VIA ZOOM VIDEO CONFERENCE
 CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT AND CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP

OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING
 01 October 2020, 3:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PTIC)
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) I - [GOVERNMENT PROCUREMENT GROUP PROJECT]

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)	1) Elena E. Romero	F	(Team Coordinator)
2) Myra Chitella T. Alvarez	F	(Vice-Chairperson)	2) Katrina B. Alba	F	(Member)
3) Atty. Roxanne Marie Q. Cruz	F	(Member)	3) Jinky C. Apolinar	F	(Member)
4) Joel S. Rodriguez	M	(Member)	4) Rhoneil O. Bautista	M	(Member)
5) Atty. Mitzell Arthur R. Magdaong	M	(Member)	5) Maria Victoria S. Castillo	F	(Member)
6) Atty. Mark Brian A. Dela Cruz	M	(Alternate Member)	6) Erika April C. Guycoa	F	(Member)
7) Delia L. Bernardo	F	(Provisional Member)	7) Kriss Ann S. Hizon	F	(Member)
8) Atty. Aristotle A. Ong	M	(Alt. Prov. Member)	8) Fe B. Irene	F	(Member)
			9) Gel Cyrell Y. Tallada	F	(Member)
			10) Jacky C. Crispino	M	(Member)
End-Users			Secretariat		
1) Atty. Toni Angeli V. Coo	F	TWG Member	1) Atty. Maria Gudelia C. Guese	F	(Head)
2) Atty. Mark John C. Meligrito	M	TWG Alternate Member	2) Jane C. Arcilla	F	(Member)
3)			3) Ana DG. Asprec	F	(Member)
4)			4) Ma. Teresa S. Elima	F	(Member)
5)			5) Mirasol S. Ninobla	F	(Member)
6)			6) Ma. Iryssa G. Ordillano	F	(Member)
Account Officer			7) Vivian E. Villanueva	F	(Member)
1) Jinky C. Apolinar	F		Observer/s		
2)			1)		
			2)		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Bought Bid Docs)

Name of Project
CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING

Bid Reference No. : GPG-B1-2020-440

Time / Date & Venue : 01 October 2020, 3:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

NO ID - NO ENTRY
 For Company Personnel
 • Valid Company ID with picture and signature
 For Individuals (Not representing any Company)
 • Any valid government-issued ID with picture and

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	MR. JAIRO M. AQUINO		A.C. ONG CONSULTING, INC.					

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act.

PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.

