

**MINUTES OF THE PRE-BID CONFERENCE**

*Rehabilitation of Ninoy Aquino Stadium (Additional Works)*

*December 23, 2020, 10:00AM*

3<sup>rd</sup> Floor, Administration Building

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

**A. BAC Members and Staff**

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Manuel G. Bitog	BAC Vice-Chairman
3.	Marc Edward D. Velasco	BAC Member
4.	Anna Christine S. Abellana	BAC Member
5.	Abigail Marie V. Rivera	Alternate BAC Member
6.	Charlie C. Esquivel	Alternate BAC Member
7.	Atty. Michelle C. Labajanan	BAC Secretary
8.	Oscar A. Papelera, Jr.	BAC Support Staff
9.	Ariel C. Flores	BAC Support Staff
10.	Jeanette B. Dinglasan	BAC Support Staff
11.	Ma. Luisa Carmela D. Berguia	BAC Support Staff

**B. TWG**

	Names	Position
1.	Engr. Victoria T. Moya	TWG Member
2.	DED Reina Presciosa C. Evangelista	TWG Member
4.	Norberto C. Dinglasan	TWG Member

**C. Others**

	Names	Position
1.	Engr. Pedro I. Pineda	PMO
3.	Engr. Jose Damole	Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Rehabilitation of Ninoy Aquino Stadium (Additional Works)**, with an Approved Budget for the Contract of **Ninety-Eight Million Seven Hundred Thirty-Five Thousand Three Hundred Seventy-Nine Pesos & 50/100 (Php98, 735, 379.50)**.

The BAC Chairman acknowledged the presence of the BAC Members, The BAC Secretariat, and The TWG. The Commission on Audit (COA), Philippine Institute of Civil Engineers (PICE), and Philippine Contractors Association, Inc. (PCAI), were invited, however, the said offices failed to send their representatives to attend the Pre-Bid Conference.

**BUSINESS MATTERS TAKEN AND DISCUSSED**

**A. Clarification and discussion of the project:**

The BAC Chairman started with discussing the requirements under the rules and regulations of R.A. No. 9184. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

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The Bid Documents is downloadable in the PhilGEPS and the PSC website and those who paid the Bid Documents are provided with a printed copy. Bidders must read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The requirements are included in the checklist and discussed.

**B. The Technical Component Envelope, Financial Component Envelope of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist, were then deliberated and discussed:**

The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone no, fax no., email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

### ***B.1. Technical Component Envelope***

#### ***Class "A" Documents***

##### *Legal Documents*

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
and
- (c) Mayor's or Business 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;  
and

The BAC Secretary manifested that pursuant to GPPB Resolution No. 9-2020, bidders may submit an expired Mayor's Permit provided that the official receipt of the renewal of the same be presented on the opening of bids, however, they are bound to comply the same after the award and prior the processing of payments.

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### *Technical Documents*

- (e) Statement of the prospective bidder of all its 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; and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and

The Statement of Single Largest Completed Contract must be at least fifty percent (50%), Php49,367,689.75, of the Approved Budget Contract.

The BAC Secretary manifested that as stated in the Bidding Documents, the similar contract for the above-named project is construction of sports arena or sports stadium.

- (g) Philippine Contractors Accreditation Board (PCAB) License;  
or  
Special PCAB License in case of Joint Ventures;  
and registration for the type and cost of the contract to be bid; and
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
or



Original copy of Notarized Bid Securing Declaration (subject to the provisions of GPPB Resolution No. 9-2020); and

Engr. Damole asked the BAC Chairman if the bidders can also submit a Bid and Securing Declaration. The latter affirmed the same.

The BAC Secretary manifested that bidders may submit unnotarized Bid Securing Declaration on the opening of bids, provided that they will comply the same after the award and prior the processing of payments.

For Bid Security, aside from Bid Security Form, Bid and Securing Declaration, and Surety Bond, bidders may likewise submit:

- a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC, Php1, 974, 707.59); and
- b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC, Php1, 974, 707.59).

Surety Bond must be (5% of the ABC), Php4, 936, 768.98, valid 120 days from Opening of Bids, stating therein the company, its telephone number, Official Receipt Number, validity period, callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.

- (i) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- (j) Original duly signed Omnibus Sworn Statement (OSS);  
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The BAC Secretary manifested that bidders may submit unnotarized Omnibus Sworn Statement on the opening of bids, provided that they will comply the same after the award and prior the processing of payments.

#### Financial Documents

- (k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Net Financial Contracting Capacity (NFCC) must be at least equal to the Approved Budget for the Contract or Committed Line of Credit must be at least equal to ten percent (10%), Php9, 873, 537.95, of the Approved Budget for the Contract.

#### **Class "B" Documents**

- (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;  
or  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### **B.2. Financial Component Envelope**

- (n) Original of duly signed and accomplished Financial Bid Form; and

Other documentary requirements under RA No. 9184

- (o) Original of duly signed Bid Prices in the Bill of Quantities; and
- (p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
- (q) Cash Flow by Quarter.

The BAC Secretary manifested that all and additional forms are included in the Bidding Documents.

The qualification and general requirements of the aforementioned project were cited by the BAC Secretary.

**I. Qualification**

- Contractors must have a valid PCAB license with principal classification Category AAA General Building.
- Contractor must have PCAB ARCC rating of Medium A for Building.
- Contractor must be ISO 9001 Certified.
- Contractor must be in sound financial standing with annual turnover/gross billings of at least 50% of the ABC.
- Contractor must have complete construction of a structure with at least contract value of 50% of the ABC.
- Contractors must have a licensed Civil Engineer, Mechanical Engineer, Electrical Engineer, Sanitary Engineer and Safety Officer.
- The company must have ten (10) years of experience in the field of civil works specifically in Stadium.

**II. General Requirements**

**1. Regulatory Requirements**

- 1.1. National Building Code of the Philippines
- 1.2. National Plumbing and Sanitary Code of the Philippines
- 1.3. Philippine Electrical Code
- 1.4. Philippine Mechanical Code

**2. Submittals**

- 2.1. Construction Schedules
- 2.2. Shop Drawings, Product Data and Samples, Color Swatches
- 2.3. Construction Photographs
- 2.4. Permits (when necessary)

**C. Instruction to Bidders**

- 1. Bid should be in chronological order, tabbed, and signed by the authorized representative.
- 2. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
- 3. The bidders must submit two (2) envelopes, one (1) original and a copy that shall be placed in the mother envelope. Envelopes must be brown in color and shall be properly signed, sealed, and labeled, as shown in the sample. Bidders are free to improvise but must strictly comply with the color.
- 4. A Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
- 5. All pages of the bid should be signed by the authorized representative.
- 6. All copies of documents should be presented during the Opening of Bids.
- 7. Bidders shall put "Complied" in each of the technical specification to manifest that the same has been complied with.
- 8. A photocopy of the signatory's government issued ID must be attached to each notarized document.
- 9. Opening of Bids is on 04 January 2021, 10:00AM at the same venue.

Engr. Damole said that the submission of bids must be specified whether or not the submission of bids is manual. The BAC Chairman replied that the submission of bids is manual and a Supplemental Bid Bulletin will be issued to facilitate the same.

The BAC Secretary manifested that the submission of bids is manual as indicated in item 7 of Invitation to Bid. The BAC Secretary furthered that per the GPPB guidelines on the electronic submission states that if the agency

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will accept electronic submission of bids, that is when the Procuring Entity indicate in the Bidding Documents that the electronic bid submission is allowed.

The BAC Secretary emphasized that as stated in the Bidding Documents, bidders shall present a negative RT-PCR test dated at least three (3) days prior to the opening of bids and shall submit a Health Declaration Form two (2) days before the opening of bids.

The BAC Chairman asked the BAC Secretariat that the minutes of the meeting shall be posted five (5) days after the Pre-Bid Conference. He likewise reminded all the attendees that there should no be communication from all the bidders and all queries from the latter must be in writing. Writing through emails shall be acknowledged as a formal communication.

The Pre-Bid Conference adjourned at 10:15 AM.

Prepared by:

**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

Approved by:

**ATTY. MICHELLE C. LABAJANAN**  
*BAC Secretary*

Noted by:

**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chairman*