

# National Irrigation Administration

(Pambansang Pangasiwaan ng Patubig)

## REGION 5, NAGA CITY

Office Address: Panganiban Drive, Concepcion Pequeña,  
Naga City, Philippines 4400

Telephone Nos.: (054) 473-8967; 473-2090; 473-2882; 472-2121; 478-2579; 472-5675

Telefax No. (054) 472-8967; 473-2882; 473-2090

Website: www.nia.gov.ph

TIN No. 000-916-415-116

Email Address: nia\_bicol@yahoo.com

### MINUTES OF PRE-BID CONFERENCE - SAN AGUSTIN CAS, AUBAY

PCK #	PARTICULARS	CONTRACT REF. #	ABC (P)	CD	BID OPENING DATE & TIME
P-1	DIVERSION WORKS, CANAL STRUCTURES, PROTECTION WORKS & CANALIZATION WORKS	EXT19-AL-110A-18	31,124,393.17	240	November 12, 2018 at 1:30 PM
P-2	S/DF/I of STEEL GATES & MECHANISMS	EXT19-AL-110B-18	6,241,650.47	120	November 12, 2018 at 3:30 PM
	<b>TOTAL</b>		<b>37,366,043.64</b>		

**Date: October 31, 2018**

**Time: 9:00 AM**

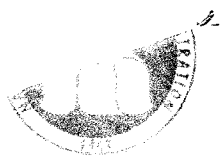
The Pre-Bid Conference for the abovementioned project held at NIA, Regional Office, Naga City was called to order by BAC Vice-Chairperson Maria Teresa S. Francisco in lieu of the Chairperson;

Present were:

- |                              |   |
|------------------------------|---|
| 1. CRISTETA E. MESIAS        | - Chairperson, NIA-BAC                            |
| 2. MARIA TERESA S. FRANCISCO | - Vice-Chairperson, NIA-BAC                       |
| 3. EDUARDO A. BALONDO        | - Member, NIA-BAC                                 |
| 4. PEDRO C. REYES, JR.       | - Member, NIA-BAC                                 |
| 5. JESSIE D. BAYNAS          | - Member, NIA-BAC (for Infra)                     |
| 6. MARY ANN G. FERRERAS      | - Head, NIA-BAC Secretariat                       |
| 7. JUNE IVY C. MENDEZ        | - Member, NIA-BAC Secretariat                     |
| 8. CARLA MARTHY T. JOVEN     | - Member, NIA-BAC Secretariat                     |
| 9. DIOGEMMA C. RODRIGUEZ     | - Chairman, TWG for Infra & Goods                 |
| 10. MARK CLOYD G. SO         | - Member, TWG for Infra & Goods                   |
| 11. CARLOS L. SAN JUAN       | - Member, TWG for Infra & Goods                   |
| 12. SEEMA S. GONZAGA         | - Observer, Chairperson (NIA-BAC CS-IMO)          |
| 13. MARITES B. DELA PEÑA     | - JPLC Trading - Representative                   |
| 14. ERLAND D. SAMSON         | - JPLC Trading - Representative                   |
| 15. ROLLY CARIEDO DIZON      | - JPLC Trading - Representative                   |
| 16. JUN DIZON                | - JPLC Trading - Representative                   |
| 17. HENRY TORRECAMPO         | - L.A. Parad - Representative                     |
| 18. DARLING USISTRO          | - Navarrete Steel Fabrication - Representative    |
| 19. MAYFE D. NAVARRETE       | - Navarrete Steel Fabrication - Representative    |
| 20. JOSEFINA S. GARDINER     | - Bimbo Construction - Representative             |
| 21. JERRY J. SARTE           | - Front Nine Construct - Representative           |
| 22. MYRNA E. REYES           | - DELPAR Construction & Supplies - Representative |
| 23. JOY M. MADERAL           | - Jamvaz Builders - Representative                |

Then, she proceeded with the power point presentation of the Phil. Bidding Documents, 5<sup>th</sup> Edition, August 2016 & the RIRR of RA 9184, October 2016 edition discussing first the procurement activities of the abovementioned projects for infrastructure which includes, name of the project, location, works to be undertaken, amount of ABC, contract duration, contract reference no., advertisement, amount of tender documents, schedule of pre bid conference and bid opening, scope of work and the equipment's to be utilized.

Discussion of important items in the Instruction to Bidders followed, noting among others the Class A Documents which includes DTI/SEC Registration, Mayors Permit in which the official receipt for renewal maybe accepted as proof if there is no renewal permit yet, PCAB License, PhilGeps Registration, Statement of all on



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going govt. & private contract, Statement of Single Largest Completed Contract to be bid which shall include all information required in PBDs prescribed by the GPPB, Tax Clearance, Audited Financial Statement & NFCC. It was emphasized that NFCC = 15 (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started. The Start Date shall be the date of receipt of the Notice to Proceed. They must use the prescribed format of the List of On-Going Projects specifically on planned vs actual accomplishment column which must be filled up properly and so with the List of Key Personnel. List of key Personnel must likewise be accomplished in the prescribed form. PRC License of engineers employed must be updated and have experiences. In addition, the Technical Document which consists of Bid Security in the form of Bid Securing Declaration, notarized with documentary stamp and specific to the contract, the organizational Chart, List of Key Personnel, List of required equipment and the notarized Omnibus Sworn Statement and lastly, the Financial Documents which contain the Bid Form, BOQ, Detailed Estimates and the Cash Flow & Payment Schedule which is quarterly for Oco & Panganiban CISOs and Burgos San Jose, Soboc & Bugao CISOs while monthly for SRSF RIS, must also be properly accomplished.

Marking and sealing of bid envelopes was likewise shown for proper and clear understanding that is, the original copy of eligibility and technical document and the financial documents is sealed in a separate envelope, then these two separate envelopes is sealed in an envelope labeled as original copy, similar arrangement is true for copy 1 and copy 2. These three sets of envelopes is then sealed in a mother envelope properly and clearly labeled. All in all, bidders will have 10 envelopes for the original, copy 1 and copy 2, properly marked with Technical and Financial Documents. Presentation on how these envelopes are arranged was likewise shown. As regards to labeling of bid envelopes, the standard/required format in labeling of envelopes was likewise shown. Prospective bidders were reminded that Bid prices must be written in words and figures. They are to fill in the blanks provided for in the required form. Any erasures must be initialed by the authorized person.

The bid to be submitted must be addressed to the BAC Chairperson, even without the name is acceptable, and not to the Head of Procuring Entity. Further, all the required forms/attachments must be filled up properly and wholly and should not leave blank spaces otherwise it would mean failure or disqualification.

Bid Data Sheet and Special Conditions of Contract must be attached to the original, copy 1 and copy 2 documents; Bid Data Sheet and Special Conditions for said projects were likewise shown noting among others the minimum requirements for key personnel and equipment. Basic equipment required for said projects are indicated in the Bid Data Sheet and only the required equipment are to be attached and there should be no duplication of equipments in other on-going project, moreover, equipment Registration with LTO should be updated.

They have to attach proof of ownership and in case of lease contract, the certificate of availability of equipment from the lessor for the duration of the project and the updated OR & CR. Also Included in the presentation are the guidelines in the imposition of liquidated damages & the 10% retention for progress billing.

Likewise, the bidders were reminded of their responsibilities to have taken steps to carefully examine all of the Bidding Documents and complied with, failure to observe shall be at their risk, from buying to reviewing as to its correctness and completeness before sealing into an envelope to avoid disqualification per Section 6.2a of Bidders Responsibilities in the Instruction to Bidders per PBD 5<sup>th</sup> Edition, August, 2016 and one of the objectives of this conference is for the prospective bidders to give time to verify and clarify matters pertaining to bid requirements. Prescribed Labor Rates per DOLE Wage Order #RV5 effective June 2, 2017 should be adopted.

The latest income and business tax returns are those within the last six months preceding the date of bid submission and tax clearance issued by the Collection Enforcement Division. Only tax returns filed through the EFPS shall be accepted. Bidders were instructed to bring with them Authorization Letter with Company ID (if representative).



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Under the Technical Documents, the following significant documents were noted: The Bid Security shall comprise of a notarized Bid Securing Declaration specific to the project, with documentary stamp or in the form of surety bond/bank guarantee/cash which must be in an amount at least equal to, and not lower than, a percentage of the approved budget for the contract to be bid; 5% in the form of surety bond, 2% if in form of bank guarantee/cash or manager's check and is based on the ABC.

The BOQ and Bid Form were likewise presented. Items of work were likewise shown. BOQ computation will be based on unit price; price in words shall prevail; it was likewise reminded of the bidder's signatures in the Bid Form & Bill of Quantities which is oftentimes ignored. Likewise, should see to it that the duration or number of calendar days in the Bill of Quantities must be properly filled up as well as the Bid Security or Bid Securing Declaration.

The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

For the winning bidder, the required Performance Bond under infrastructure in form of surety bond is 30% and 10% while 5% for goods if in form of bank guarantee or cash, or any combination of surety bond and bank guarantee or cash and thru this the procuring entity can ran after the bidder if the project was not properly implemented or completed and must be specific to NIA. Additional contract documents relevant to the Project as required by existing law, such as Construction Schedule and S-Curve (per month & properly calibrated), Manpower Schedule, Construction Methods, Equipment Utilization Schedule, Construction Safety and Health Program approved by the Department of Labor and Employment, PERT/CPM and CARI are likewise required for submission.

Likewise included in the presentation was the issue on corrupt, fraudulent, collusive and coercive practices, that the procuring entity as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract and on conflict of interest, bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand without prejudice to the imposition of appropriate administrative, civil and criminal sanctions, included also was Rule XXIII, the Administrative Sanction Section 69, the Imposition of Administrative Penalties specifically on item 69.1 which states that the Head of the Procuring Entity, subject to the authority delegated to the BAC, if any, shall impose on bidders or prospective bidders, the administrative penalty of suspension for one (1) year for the first offense and suspension of two (2) years for the second offense from participating in the public bidding process, as well as disqualification from further participating in the public bidding being undertaken by the procuring entity concerned, where applicable, for the following violations: letter (I) of 69.1 states that, all other acts that tend to defeat the purpose of the competitive bidding; such as habitually withdrawing from bidding, submitting late bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

Lastly, MC# 67 s. 2016 signed by the NIA Administrator was shown which includes the guidelines in the implementation of the 3-Strike Policy in procurement of contracts for infrastructure, goods and consulting services.

There being no other concerns, the Pre Bid Conference adjourned at 9:45 AM.

PREPARED BY:

**JUNE IVY C. MENDEZ**  
Member, BAC Secretariat

NOTED BY:

**CRISTETA E. MESIAS**  
BAC Chairperson