



Republic of the Philippines  
 Department of Agriculture  
 Bureau of Fisheries and Aquatic Resources  
**BIDS AND AWARDS COMMITTEE OFFICE**  
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### MINUTES OF MEETING

**Date :** December 5, 2020

**Time :** 2:00 PM (Saturday)

**Venue :** through video-conferencing via “Zoom” application.

**Agenda:** Pre-Bid Conference of:  
**2020-51 “SUPPLY OF ENGINEERING SERVICES, LABOR AND MATERIALS FOR THE REHABILITATION OF PONDS AT BFAR-NBFTC PAGBILAO, QUEZON”.**

- Attendance :** **BIDS AND AWARDS COMMITTEE**
1. Atty. Demosthenes R. Escoto – *Chairman*
  2. Atty. Benjamin F. S. Tabios, Jr. – *Vice-Chairman*
  3. Marc Lawrence J. Romero – *Member*
  4. Mary Joy A. Malvas – *Member*

- PROVISIONAL MEMBER/END-USER**
5. Roy C. Ortega – *OIC, NBFTC*

- BAC SECRETARIAT**
6. Jenny A. Hernandez
  7. Jeruffabelle A. Bauyon

- TECHNICAL WORKING GROUP (TWG)**
8. Engr. Noel Espiritu – *Chairman, TWG*
  9. Alberto Z. Ricamara – *Vice Chairman, TWG*
  10. Wilhelmina Pearl Guliman – *Member, TWG*

- PROSPECTIVE BIDDER**
11. Greg Talisayon – *Sarca Estate Development Corporation*

<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-Bid Conference</b> started at 2:00 PM with the Chairman presiding.</li> <li>2. The Chairman presided the conference and acknowledged the presence of the attendees who participated through Zoom Application.</li> <li>3. Having established the required quorum, the Chairman instructed the Secretariat to discuss the contents of the issued bidding documents.</li> <li>4. The Secretariat discuss the bidding documents thoroughly.</li> </ol>
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**Discussion:**

<b>BID DOCUMENTS</b>	
<b>INVITATION TO BID</b>	<ol style="list-style-type: none"> <li>1. The Secretariat discussed the contents of the Invitation to Bid. (i.e. the approved budget for the contract, the procurement schedule, and other instructions mentioned in this section.</li> <li>2. No questions raised for this particular section from the prospective bidders and other participants.</li> </ol>

<b>INSTRUCTIONS TO BIDDERS</b>	<ol style="list-style-type: none"> <li>1. The Secretariat mentioned that subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are which shall not exceed fifty percent (50%) of the contracted Works.</li> <li>2. It was also mentioned that the bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial.</li> <li>3. The other provisions in the bidding documents was also discussed.</li> <li>4. No questions raised for this particular section from the prospective bidders and other participants.</li> </ol>
<b>BID DATA SHEET</b>	<ol style="list-style-type: none"> <li>1. The Secretariat also discussed the following clauses for this particular section comprehensively.</li> <li>2. The procedural guidelines on the bid submission was also discussed.</li> <li>3. No questions raised for this particular section from the prospective bidders and other participants.</li> </ol>
<b>GENERAL CONDITIONS OF CONTRACT</b>	<ol style="list-style-type: none"> <li>1. The Secretariat mentioned that this section is a general statement. The bidder must read this section for reference.</li> </ol>
<b>SPECIAL CONDITIONS OF CONTRACT</b>	<ol style="list-style-type: none"> <li>1. For GCC Clause 2, the end-user added another date for the submission for the Detailed Engineering Survey which is on March 15, 2021. For this additional requirement this will be reflected in the Supplemental Bid Bulletin.</li> <li>2. The other clauses in the SCC were also mentioned.</li> <li>3. No more questions raised for this particular section from the prospective bidders and other participants.</li> </ol>
<b>TECHNICAL SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. No questions raised for this particular section from the prospective bidders and other participants.</li> <li>2. But, the prospective bidder asked on how they can comply the requirements of the DOLE regarding the benefits of their workers (i.e. SSS, PhilHealth, PAGIBIG, etc.)</li> <li>3. As per the Chairman of the Committee, it is an internal issue which the bidder or the company must decide on that particular matter. The procurement has no involvement on that kind of issue or concern.</li> </ol>
<b>TERMS OF REFERENCE (TOR)</b>	<ol style="list-style-type: none"> <li>1. The Terms of Reference (TOR) was also mentioned. What are the requirements of the Procuring Entity, and what are the responsibilities and deliverables of the bidder or contractor.</li> <li>2. No questions raised for this particular section from the prospective bidders and other participants.</li> </ol>
<b>DRAWINGS</b>	<ol style="list-style-type: none"> <li>1. Drawings of the site per phase were presented by the Secretariat.</li> </ol>
<b>BILL OF QUANTITIES</b>	<ol style="list-style-type: none"> <li>1. The Bill of Quantities was presented by the Secretariat. The Secretariat reminded the bidder to accomplish this particular requirement as this is part of the documentary requirements under financial component.</li> </ol>
<b>CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>	<ol style="list-style-type: none"> <li>1. The Secretariat explained the documentary requirements stated in the checklist.</li> <li>2. In the Statement of the prospective bidder of all its ongoing government</li> </ol>

	<p>and private contracts the Secretariat provided the format for the purpose of uniformity. All required information must be included and the required supporting documents. Also the same in the Statement of SLCC.</p> <ol style="list-style-type: none"> <li>3. Under conformity with the Technical Specifications the bidder must include all the requirements stated in the PBDs.</li> <li>4. All prescribed templates to be used and submitted in the bid opening can be downloaded through GPPB downloadable website.</li> </ol>
<b>OTHER MATTERS</b>	<ol style="list-style-type: none"> <li>1. The procedure for the online submission and printed copies were explained by the Secretariat.</li> <li>2. The bidder was asked by the Secretariat if they can submit through electronic. The prospective bidder answered that they can submit through online.</li> <li>3. It was added that the bidder/s are encouraged to submit both hard copies and electronic. But if they cannot submit the e-copy the Secretariat will proceed to open the original hard copy on the opening of bids.</li> </ol>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting adjourned at 3:00 P.M.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the <b>Pre-bid Conference</b> conducted <b>05 December 2020</b> .

*Prepared by:*

**Sgd.**  
**JERUFFABELLE A. BAUYON**  
 BAC Secretariat

*Noted by:*

**Sgd.**  
**MADELEINE E. MANAPAT**  
 Head, BAC Secretariat

*Approved by:*

**Sgd.**  
**ATTY. DEMOSTHENES R. ESCOTO**  
 Chairman, BAC