



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 9, 2020
Time : 11:30 AM (Wednesday)
Venue : through video-conferencing via “Zoom” application.
Agenda: Pre-Bid Conference of:
2020-48 “REHABILITATION OF GRAVEL TOPPING MAIN DIKE ACCESS ROAD, POND WATER SUPPLY LINE, POND SYSTEM, AND OTHER STRUCTURES AT BFAR – NFFTC”.

Attendance : **BIDS AND AWARDS COMMITTEE**
 1. Atty. Benjamin F. S. Tabios, Jr. – *Vice-Chairman*
 2. Marc Lawrence J. Romero – *Member*

PROVISIONAL MEMBER/END-USER
 3. Ma. Jodecel C. Danting – *Chief, NFFTC*

BAC SECRETARIAT
 4. Madeleine E. Manapat
 5. Jeruffabelle A. Bauyon
 6. Emmarie Lorraine C. Palado

TECHNICAL WORKING GROUP (TWG)
 7. Elma S. Reyes – *Member, TWG*
 8. Edwin N. Cinense – *TWG Member Representative*

PROSPECTIVE BIDDER
 9. Maximo Castillo, Jr. – *Etts Cornerstone Construction Services*
 10. Enrico G. Divina – *Adroit Construction*

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 11:30 AM with the Vice Chairman presiding. 2. The Vice Chairman presided the conference and acknowledged the presence of the attendees who participated through Zoom Application. 3. Having established the required quorum, the Vice Chairman instructed the Secretariat to discuss the contents of the issued bidding documents. 4. The Secretariat discuss the bidding documents thoroughly.
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Discussion:

BID DOCUMENTS	
INVITATION TO BID	<ol style="list-style-type: none"> 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. 2. No questions raised for this particular section from the prospective bidders and other participants.

INSTRUCTIONS TO BIDDERS	<ol style="list-style-type: none"> 1. The Secretariat mentioned that subcontracting is not allowed. 2. The other provisions in the bidding documents was also discussed. 3. No questions raised for this particular section from the prospective bidders and other participants.
BID DATA SHEET	<ol style="list-style-type: none"> 1. The Secretariat also discussed the following clauses for this particular section comprehensively. 2. The procedural guidelines on the bid submission was also discussed. 3. No questions raised for this particular section from the prospective bidders and other participants.
GENERAL CONDITIONS OF CONTRACT	<ol style="list-style-type: none"> 1. The Secretariat mentioned that this section is a general statement. The bidder must read this section for their reference.
SPECIAL CONDITIONS OF CONTRACT	<ol style="list-style-type: none"> 1. For GCC Clause 2, the Secretariat mentioned the Intended Completion Dates which are forty calendar days for Lot 1 and forty-four calendar days for Lot 2. 2. The other clauses in the SCC were also mentioned. 3. No more questions raised for this particular section from the prospective bidders and other participants.
TECHNICAL SPECIFICATIONS	<ol style="list-style-type: none"> 1. The members of the TWG asked the Secretariat to revise the Technical Specifications and Scope of Work to interchange the Lot 1 and Lot 2. 2. Changes on some specifications like, Blind Rivets the quantity must be “box” instead of “pieces”. 3. Also, the quantity of Lot 2 were incorrect. The Secretariat shall adjust the assigned quantity per item as per instructions from the TWG.
TERMS OF REFERENCE (TOR)	<ol style="list-style-type: none"> 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.
DRAWINGS	<ol style="list-style-type: none"> 1. Drawings of the site per phase were presented by the Secretariat.
BILL OF QUANTITIES	<ol style="list-style-type: none"> 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.
CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	<ol style="list-style-type: none"> 1. The Secretariat explained the documentary requirements stated in the checklist. 2. In the Statement of the prospective bidder of all its ongoing government 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. 3. Under conformity with the Technical Specifications the bidder must include all the requirements stated in the PBDs. 4. All prescribed templates to be used and submitted in the bid opening can be downloaded through GPPB downloadable website.
OTHER	<ol style="list-style-type: none"> 1. The procedure for the online submission and printed copies were

MATTERS	<p>explained by the Secretariat.</p> <ol style="list-style-type: none"> 2. The bidder was asked by the Secretariat if they can submit through electronic. The prospective bidders answered that they can submit through online. 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. 4. Mr. Castillo, the prospective bidder, asked the end-user if Site Inspection is required. As per the end-user, no Site Inspection required due to strict protocols due to COVID-19. 5. Wherein, the Vice Chairman advised the end-user to provide picture of the site as well as its dimensions. In order for the prospective bidders to picture out the place. 6. The end-user agreed on this and they will submit the said sketch plan to the Secretariat on or before December 14, 2020. 7. The Secretariat also added that the posting of the Bid Bulletin will be made when the end-user already submitted the requirement. 8. The prospective bidders were also reminded that they can send their queries and other clarifications pertaining to the infrastructure project three calendar days from the pre-bid meeting.
ADJOURNMENT	Having no other matters for discussion, the meeting adjourned at 12:30 P.M.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted 09 December 2020 .

Prepared by:

Sgd.
IERUFFABELLE A. BAUYON
 BAC Secretariat

Sgd.
EMMARIE LORRAINE C. PALADO
 BAC Secretariat

Noted by:

Sgd.
MADELEINE E. MANAPAT
 Head, BAC Secretariat

Approved by:

Sgd.
ATTY. DEMOSTHENES R. ESCOTO
 Chairman, BAC