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**PRE-BID CONFERENCE**  
**DESIGN AND BUILD OF FOUR (4) STOREY DSWD-CENTRAL OFFICE BUILDING WITH**  
**ROOF DECK**  
**(ITB No. GOP/21-DSWD-006)**

**7 June 2021, 1:00 P.M.**

***Procurement Management Service Conference Room, 2nd Floor, DSWD Central***  
***Office, IBP Road, Constitution Hills, Quezon City***

**MINUTES OF MEETING**

**I. Attendance****BIDS AND AWARDS COMMITTEE (BAC):**

- |                                    |   |                    |
|------------------------------------|---|--------------------|
| 1. Usec. Rene Glen O. Paje*        | - | Chairperson        |
| 2. Usec. Mark Allan Jay G. Yambao* | - | Regular Member     |
| 3. Dir. Emmanuel P. Privado*       | - | Alternate Member   |
| 4. Mr. Felix M. Armeña*            | - | Alternate Member   |
| 5. Ms. Monette B. Cadiang*         | - | Provisional Member |

**BAC SECRETARIAT (BAC Sec):**

- |                                    |   |                                    |
|------------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina            | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr.      | - | Administrative Officer V           |
| 3. Mr. Arjay C. Dimafelix          | - | Administrative Officer V           |
| 4. Mr. Glenn Patrick A. Leynes     | - | Administrative Officer V           |
| 5. Ms. Katrina E. Garcia           | - | Administrative Officer IV          |
| 6. Mr. Sherwin V. Gelacio          | - | Administrative Officer IV          |
| 7. Mr. Danilo L. Resuello          | - | Administrative Officer IV          |
| 8. Mr. Jerome S. Catuira           | - | Administrative Officer III         |
| 9. Ms. Danilyn A. Dedeles          | - | Administrative Officer II          |
| 10. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II          |
| 11. Ms. Jeruffabelle A. Bayon      | - | Administrative Assistant III       |
| 12. Mr. Pio Ricardo S. Mago        | - | Administrative Assistant II        |
| 13. Mr. Gemberlyn E. Rata*         | - | Administrative Assistant II        |

**OTHERS IN ATTENDANCE:**

- |                                      |   |   |
|--------------------------------------|---|---|
| 1. Atty. Germaine Trittle P. Leonin* | - | Procurement Management Service<br>(PMS) – Contract Monitoring Division<br>(CMD)                     |
| 2. Mr. Bernardo M. Marquez           | - | PMS-CMD   |
| 3. Mr. William V. Garcia Jr.         | - | Procurement Management Service<br>(PMS) – Procurement Planning and<br>Management Division (PPMD)    |
| 4. Ms. Maricris E. Jacinto*          | - | PMS-PPMD  |
| 5. Engr. Aldwin R. Bacay*            | - | Administrative Service (AS) – Building<br>and Grounds Management Division<br>(BGMD)                 |
| 6. Engr. Alfredo C. Evangelista II*  | - | AS-BGMD   |
| 7. Engr. Jymlee C. Pacala*           | - | AS-BGMD   |
| 8. Ms. Caren B. Bracamonte*          | - | AS-BGMD   |
| 9. Usec. Jose Ernesto B. Gaviola*    | - | Office of the Undersecretary for General<br>Administration and Support Services<br>Group (OUSGASSG) |

- 10. Ms. Merie Micah C. Lapuz\* - OUSGASSG
- 11. Mr. Villamor A. Evangelista Jr.\* - OUSGASSG

**PROSPECTIVE BIDDER/S PRESENT:**

- 1. Mr. Alan Zenit - Aztek Firm & Herbana Builders Supply (JV)
- 2. Mr. Marthy Tamayo - Taaison Builder & Dev Inc.
- 3. Mr. Vince Imperial\* - New Vic Construction Corp.
- 4. Mr. Zuriel la Torre\* - New Vic Construction Corp.
- 5. Mr. Domil Don Pacleb\* - PHESCO Inc.
- 6. Ms. Colleen Sales\* - PHESCO Inc.
- 7. Mr. Jomar Nicolas\* - E.M. Cuerpo Inc.
- 8. Ms. Rea Peñaranda\* - Enrique O. Olanan & Associates
- 9. Ms. Amerie Mae Semilla\* - A.E. Centeno Construction
- 10. Mr. Joshua Indaya\* - A.E. Centeno Construction
- 11. Ms. Charmie Gallardo\* - A.E. Centeno Construction
- 12. Ms. Corz Siapno\* -

\*Present via Video Conference

**II. Call to Order**

The Pre-Bid Conference for the “**Design and Build of Four (4) Storey DSWD-Central Office Building with Roof Deck**” was called to order at **1:00 P.M.** by the BAC Chairperson, **Usec. Rene Glen O. Paje** in the Procurement Management Service Conference Room, 2nd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City and via Video Conference simultaneously. He then introduced and acknowledged the presence of the other members of the BAC, the BAC Secretariat and the representatives from Procurement Management Service’s Procurement Planning and Management Division (PPMD) and Contract Monitoring Division (CMD), the Administrative Service (AS), the Administrative Service-Building and Grounds Management Division (AS-BGMD), the Office of the Undersecretary for General Administration and Support Services Group (OUSGASSG), and the prospective bidders in attendance and via video conference. *(Note: The other invited observers were unable to attend)*

A copy of the Agenda is attached hereto, marked as **Annex “A”**, and made an integral part hereof.

**III. Highlights of Discussion**

ITEM/PARTICULAR	ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS / ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none"> <li>• Ms. Arcaina (<i>BAC Secretariat</i>) discussed the procurement guidelines for the prospective bidder’s information.</li> </ul>	
Background of the Project	<ul style="list-style-type: none"> <li>• Engr. Evangelista (<i>AS-BGMD</i>) discussed that the project aims to address the struggle from the insufficient office area of the department. Considering that the project is through a <i>Design and Build</i> scheme, the winning bidder is expected to facilitate every factor that</li> </ul>	

	<p>is necessary for the completion of the project.</p>	
<p>Single Largest Completed Contract (SLCC)</p>	<ul style="list-style-type: none"> <li>• Ms. Sales (<i>Prospective Bidder</i>) asked if “Design and Build: Residential” will be considered for the SLCC.</li> <li>• Engr. Bacay (<i>AS-BGMD</i>) confirmed that as long as it is at least similar to the set requirement, it will be accepted.</li> </ul>	
<p>Joint Venture (JV)</p>	<ul style="list-style-type: none"> <li>• Mr Zenit (<i>Prospective Bidder</i>) asked, in case joining through a joint venture, if both companies have to submit their individual technical documents. He further inquired if one of the participant in the joint venture may represent the design aspect while the other represent the build aspect.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) responded to the query, informing the prospective bidders that those participating through a joint venture shall submit their individual legal documents, that is, the PhilGEPS registration certificate or the Mayor’s permit, SEC/DTI/CDA registration and Tax Clearance Certificate. The special PCAB license for the joint venture shall also be submitted. Excluding those earlier mentioned, compliance of all other requirements by one participant in the joint venture will be deemed sufficient as long as the submitted documents met the minimum requirement.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) clarified that the participant in a joint venture who will submit its NFCC shall also be responsible for the submission of its statement of all ongoing contract and its audited financial statement.</li> <li>• Mr. Zenit (<i>Prospective Bidder</i>) asked who shall sign the said documents.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) replied that the authorized representative of the joint venture shall sign the mentioned documents.</li> </ul>	
<p>Conceptual Design Plans and Drawings</p>	<ul style="list-style-type: none"> <li>• Mr. Zenit (<i>Prospective Bidder</i>) suggested to extend the submission of bids, in consideration for the thorough composition of the conceptual design.</li> </ul>	

	<p>He explained that although a reference is already given, the generation of the design will still need a comprehensive study of the project and its expected output.</p> <ul style="list-style-type: none"><li>• Ms. Arcaina (<i>BAC Secretariat</i>) asked the other prospective bidders in attendance if they share the same sentiments.</li><li>• Ms. Peñaranda (<i>Prospective Bidder</i>) agreed, attributing to the requirement of a preliminary design.</li><li>• Mr. Pacleb (<i>Prospective Bidder</i>) also agreed to the proposed extension of bid submission to accommodate the preparation of the requirement.</li><li>• Engr. Bacay (<i>AS-BGMD</i>) accepted the suggestion.</li><li>• Ms. Arcaina (<i>BAC Secretariat</i>) remarked that the notice will be expected from the end-user which will be translated into a supplemental bid bulletin if necessary.</li><li>• Mr. Tamayo (<i>Prospective Bidder</i>) asked if the detailed plans and drawings provided to them will be their reference for the space requirement.</li><li>• Engr. Bacay (<i>AS-BGMD</i>) confirmed that the provided drawings may be used as reference and shall serve as minimum requirements. He further addressed the issue pertaining to the allotted time for the preparation of the conceptual design, stating that once the winning bidder is determined, the service provider will be given additional 30 calendar days, to polish and incorporate changes if there will be any, for the finalization of the design.</li><li>• Engr. Evangelista (<i>AS-BGMD</i>) added that the provided conceptual design and plans are the expected output that the end-user has determined.</li><li>• Mr. Pacleb (<i>Prospective Bidder</i>) requested for clearer images of the plans and drawings posted on the PhilGEPS.</li></ul>	
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	<ul style="list-style-type: none"> <li>Engr. Bacay (<i>AS-BGMD</i>) affirmed that clearer copies of the plans will be provided at the same time the bidding documents are purchased.</li> </ul>	
Value Engineering	<ul style="list-style-type: none"> <li>Mr. Pacleb (<i>Prospective Bidder</i>) asked if the project is open to value engineering</li> <li>Engr. Bacay (<i>AS-BGMD</i>) confirmed the query and further stated that it is a requirement.</li> <li>Mr. Zenit (<i>Prospective Bidder</i>) raised his concern about the value engineering requirement which he deems might pose disadvantage.</li> <li>Mr. Dimafelix (<i>BAC Secretariat</i>) clarified that the requirement is stipulated in annex G of the IRR and is required in the checklist of documents.</li> </ul>	
Site Inspection	<ul style="list-style-type: none"> <li>Mr. Pacleb (<i>Prospective Bidder</i>) inquired when can a site inspection be conducted.</li> <li>Mr. Dimafelix (<i>BAC Secretariat</i>) answered that the site inspection was allowed starting May 31, 2021 until June 18, 2021. He further informed the prospective bidders that scheduling a site inspection may be done through the coordination with the BAC Secretariat.</li> <li>Ms. Peñaranda (<i>Prospective Bidder</i>) inquired if the site inspection can be conducted through different schedules.</li> <li>Ms. Arcaina (<i>BAC Secretariat</i>) confirmed that the site inspection may be done by the interested bidders separately, Mondays to Fridays, 8 AM to 5 PM, within the set duration.</li> </ul>	
Statement of All Ongoing Contract	<ul style="list-style-type: none"> <li>According to the checklist of technical and financial documents in the bidding documents, the submission of (g) <i>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;</i> and (o) <i>relevant statements of all on-going, completed, awarded but not yet started design/design and</i></li> </ul>	



	<p>delays in the renewal of the said document.</p> <ul style="list-style-type: none"> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) explained that there are no available replacement for the requirement, thus the need for the submission of the updated document.</li> </ul>	
Summary of Project Cost	<ul style="list-style-type: none"> <li>• Mr. Zenit (<i>Prospective Bidder</i>) suggested to make the summary of project cost lump sum while the detailed project cost be provided once the design is finalized.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) commented that beside the summary of project cost, other requirements under RA 9184 are as follows: <ul style="list-style-type: none"> <li>○ <i>Original of duly signed Bid Prices in the Bill of Quantities; and</i></li> <li>○ <i>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;</i></li> </ul> </li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) clarified that the summary of project cost shall reflect the conceptual design of the prospective bidder.</li> <li>• Engr. Bacay (<i>AS-BGMD</i>) explained that the requirement will be subjected to assessment of the end-user which will then aid them in determining the construction methodology of the bidder. Likewise, in case deviations take place once the design is finalized, the document may serve as reference for the said changes.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) suggested the use of the form in annex "M" of the bidding documents for coming up with their detailed cost estimates.</li> </ul>	
Detailed Cost Estimates		
Special Conditions of Contract	<ul style="list-style-type: none"> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) reiterated some important provisions in the special conditions of contract, to wit:</li> </ul>	

<p>Program of Works</p>	<ul style="list-style-type: none"> <li>○ Completion Date is 360 calendar days from receipt of Notice to Proceed.</li> <li>○ The Procuring Entity shall give possession of the site to the Contractor within seven (7) calendar days from receipt of NTP.</li> <li>○ The warranty against structural defects/failures is Fifteen (15) years.</li> <li>● Mr. Dimafelix (<i>BAC Secretariat</i>) reminded the prospective bidders that the updated <i>Program of Works</i> should be submitted within 5 calendar days from the receipt of the Notice to Proceed (NTP). Otherwise, a certain amount specified in the special condition of contract shall be withheld from the payment to the bidder.</li> </ul>	
<p>Inquiries</p>	<ul style="list-style-type: none"> <li>● Mr. Dimafelix (<i>BAC Secretariat</i>) advised the prospective bidders in attendance to submit their inquiries to the BAC Secretariat thru fax or email until 5 P.M. of June 10, 2021, Thursday.</li> </ul>	

**IV. Adjournment**

Having no other matters for discussion, the meeting was adjourned at **1:30 P.M.**

**Prepared by:**

**CHELSEA JILLIAN M. ABELEDA**  
 Administrative Officer II  
 Bids and Awards Committee Secretariat

**Noted by:**

**OLIVA C. ARCAINA**  
 Supervising Administrative Officer  
 Bids and Awards Committee Secretariat

**Approved by:**

**RENE GLEN O. PAJE**  
 Undersecretary and Bids and Awards Committee Chairperson