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**DESIGN AND BUILD OF FOUR (4) STOREY DSWD CENTRAL OFFICE BUILDING WITH
ROOF DECK**

(ITB No.: GOP/21-DSWD-006-A)

1 SEPTEMBER 2021 | 10:30 A.M.

**Procurement Management Service Conference Room, 2nd Floor,
Mahusay Building, DSWD Central Office**

MINUTES OF PRE-BID CONFERENCE

I. Attendance

Bids and Awards Committee (BAC):

- | | | |
|---|---|--------------------|
| 1. U/Sec. Rene Glen O. Paje* | - | Chairperson |
| 2. U/Sec. Mark Allan Jay G. Yambao* | - | Regular Member |
| 3. Atty. Maria Cassandra M. Urbiztondo* | - | Regular Member |
| 4. Dir. Emmanuel P. Privado* | - | Alternate Member |
| 5. Mr. Felix M. Armeña* | - | Alternate Member |
| 6. Atty. Karina Antonette A. Agudo* | - | Provisional Member |

BAC Secretariat (BACSec):

- | | | |
|-----------------------------------|---|----------------------------|
| 1. Mr. Ramon M. Villareal Jr. | - | Administrative Officer V |
| 2. Mr. Arjay C. Dimafelix | - | Administrative Officer V |
| 3. Mr. Randolph B. Dimal* | - | Administrative Officer V |
| 4. Mr. Sherwin V. Gelacio* | - | Administrative Officer IV |
| 5. Ms. Katrina E. Garcia* | - | Administrative Officer IV |
| 6. Ms. Luzvi S. Dabuet | - | Administrative Officer III |
| 7. Mr. Jerome S. Catuira | - | Administrative Officer III |
| 8. Ms. Danilyn A. Dedeles | - | Administrative Officer II |
| 9. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II |

Others in Attendance:

- | | | |
|--------------------------------------|---|--|
| 1. Engr. Alfredo C. Evangelista, II* | - | Administrative Service – Buildings and
Grounds Management Division
(AS-BGMD) |
| 2. Engr. Aldwin R. Bacay* | - | AS-BGMD |
| 3. Mr. Melvin L. Cuevas* | - | Office of the Undersecretary for Special
Projects (OUSPP) |
| 4. Mr. Raymond P. Cruzado* | - | Procurement Management Service –
Contract Monitoring Division
(PMS-CMD) |
| 5. Mr. Ryan S. Agas* | - | PMS-CMD |
| 6. Ms. Maricris E. Jacinto* | - | PMS – Procurement Planning and
Management Division (PPMD) |
| 7. Ms. Joanna Rose B. Medallada* | - | PMS-PPMD |

* Present via google meet

Prospective Bidder/s Present:

- | | | |
|-------------------------|---|--------------------------------|
| 1. Ms. Lilian D. Loa | - | MEGAY Construction |
| 2. Mr. Daniel H. Larita | - | Ronmark Construction |
| 3. Mr. Eric John Laron | - | Viking Construction and Supply |
| 4. Ms. Pia Santos | - | Viking Construction and Supply |
| 5. Ms. Kathlyn Orbeta | - | Viking Construction and Supply |
| 6. Mr. Rolly Bustamante | - | Struktura Teknika Services |
| 7. Mr. Wilson Capulong | - | Struktura Teknika Services |

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 **12:10 p.m.** by the BAC Chairperson, **U/Sec. Rene Glen O. Paje**. He then introduced the members of the BAC, the BAC Secretariat, the representatives from the End-user (*Administrative Service – Buildings and Grounds Management Division*), Office of the Undersecretary for Special Projects (OUSSP) and Procurement Management Service (PMS). (*Note: The other invited observers were unable to attend.*) He also acknowledged the presence of representatives of the prospective bidders in the venue and online.

The Pre-Bid Conference was conducted through Video Conference.

A copy of the Agenda is hereto attached, 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"> Mr. Dimafelix (<i>BAC Secretariat</i>) presented the procurement guidelines for the information of the prospective bidders. 	
Background of the Project	<ul style="list-style-type: none"> Engr. Evangelista (<i>AS-BGMD</i>) provided a brief background of the procurement project. The project, he articulated, aims to address the insufficiency of the office space of the Department. The current project scheme is design and build with provision of layouts and estimates for the reference of the prospective bidders to be able to swiftly produce offered design and estimate the cost of the entire building. Preliminary inspection, investigation, testing, design, project evaluation including blueprints, permits, utility connections, facilities, and the like will be assumed/shouldered by the winning bidder. The new building is proposed to be erected adjacent to 	

	<p>the Malasakit Building.</p> <p>Moreover, the procurement project also includes road network, air-conditioning, generators, alarms, elevators, etc. Minimum materials, specifications and range of quantities are also specified to ensure the high-quality of the components of the edifice. Prospective bidders may introduce new design or layout materials, or replace stipulated materials to enhance office space movements or quality of the proposed structure. Finally, he emphasized to the bidders to carefully and thoroughly read the bidding documents, ensure veracity and completeness of the documentary requirements to be submitted, the qualifications of the construction firms as well as observance of the proper sealing and markings of the bid proposals to avert disqualification and failure of bidding.</p>	
<p>Technical Specifications</p> <p>- Design and Layout</p>	<ul style="list-style-type: none"> • Mr. Laron (<i>Viking Construction</i>) inquired should the bidders base their designs on the initial layouts provided/attached in the bidding document. • Engr. Bacay (<i>AS-BGMD</i>) replied affirmatively and explained that those are simply conceptual designs; the bidders may opt to adopt and enhance such as long as the minimum dimensions and areas are complied with and met. • Mr. Laron (<i>Viking Construction</i>) added that since the conceptual design is already crafted, will the bidders base their computation of Bill of Quantities (BOQ) and Bill of Estimates (BOE) from that initial design. • Engr. Bacay (<i>AS-BGMD</i>) responded affirmatively. 	

<p>Extension of the Submission and Opening of Bid Proposals</p>	<ul style="list-style-type: none"> • Mr. Laron (<i>Viking Construction</i>) appealed if it is plausible to extend the submission and opening of bids to give ample time in the preparation of the bid proposals. • U/Sec. Paje (<i>BAC Chair</i>) responded negatively and elaborated that the said procurement project is a little bit behind its timeline as there was a previous failure of bidding. The BAC, he explained, is working on to fast track the process to ensure that the procurement project is awarded within the timeline, and the edifice is erected the soonest possible time. 	
<p>Reminders on the Proper Accomplishment and Submission of Bids and other Requirements</p>	<ul style="list-style-type: none"> • Mr. Dimafelix (<i>BAC Secretariat</i>) reminded the prospective bidders to read and understand all the requirements and provisions indicated in the bidding documents including its annexes, particularly on the terms of reference, checklist of documents and qualification criteria. He also mentioned the causes of failure of bidding for the prospective bidders for their reference to avert another failure of bidding. 	
<p>Deadline of Submission and Receipt of Queries and Clarifications</p>	<ul style="list-style-type: none"> • Mr. Dimafelix (<i>BAC Secretariat</i>) reminded the prospective bidders that queries and clarifications may be submitted to the BAC Secretariat on or before 6 September 2021, 05:00 P.M., in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116. 	<ul style="list-style-type: none"> • BAC shall issue a supplemental/bid bulletin, if any clarifications or changes will be made relative to the concerns that may be raised by the prospective bidders.

IV. Adjournment

Having no other matters for discussion, the Pre-Bid conference was adjourned at **12:45 P.M.**

Prepared by:

DANILYN A. DEDELES
Administrative Officer II
Bids and Awards Committee Secretariat

Noted by:

RAMON M. VILLAREAL, JR.
Administrative Officer V and
Officer-in-Charge, Bids and Awards
Committee Secretariat

Approved By:

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

PRE-BID CONFERENCE

DESCRIPTION	: DESIGN AND BUILD OF FOUR (4) STOREY DSWD CENTRAL OFFICE BUILDING WITH ROOF DECK (ITB NO. GOP/21-DSWD-006-A)
DATE	: 1 September 2021
TIME	: 10:30 am
VENUE	: Procurement Management Service Conference Room, 2 nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City
PARTICIPANTS	: <i>Bids and Award Committee and its Secretariat, Procurement Management Service, Office of the Undersecretary for General Administration and Support Services Group, Office of Secretary, Administrative Service, Property, Supply and Asset Management Division and Building and Grounds Management Division, Finance and Management Service Representatives</i>

AGENDA

I. Call to Order

- A. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
- B. Acknowledge the presence of all interested bidders who are in attendance.
- C. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

- A. The procurement procedure for the “**Design and Build of Four (4) Storey DSWD Central Office Building with Roof Deck**” is Competitive Bidding for Infrastructure Projects pursuant to the provisions of the Republic Act No. 9184 (RA 9184) and its 2016 revised Implementing Rules and Regulations (IRR), otherwise known as the “Government Procurement Reform Act” (GPRA) and Annex “G” Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects of the same IRR.
- B. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked “Late” and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.
- C. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

D. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.

II. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Technical Component

All the required Legal, Technical and Financial Documents listed on Section IX. Checklist of Technical and Financial Documents shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in Section IX. Checklist of Technical and Financial Documents shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

For the detailed evaluation of the design and build proposals a two-step procedure shall be adopted by the BAC. The BAC shall open the first envelope (Technical Component) and check the submitted legal technical and financial documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary “pass/fail” criteria. In case one or more of the required documents is missing, the BAC shall declare the legal technical and financial requirement concerned as “failed” and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said legal, technical and financial requirements as “passed”.

The first step procedure of the evaluation shall proceed, upon completion of the preliminary examination of the Technical component as follows:

First-Step Procedure:

- i. The first step of the evaluation shall involve the review of the preliminary conceptual designs and track record submitted by the contractor as indicated in the Bidding Documents using a non-discretionary “pass/fail” criteria that involve compliance with the following requirements:
 - a. Adherence of preliminary design plans to the required performance specifications and parameters and degree of details;
 - b. Concept of approach and methodology for detailed engineering, design and construction with emphasis on the clarity, feasibility, innovativeness

and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions;

- c. Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;
- ii. For complex or unique undertakings, such as those involving highly specialized or advanced engineering technology, eligible bidders may be required, at the option of the agency concerned, to make an oral presentation within fifteen (15) calendar days after the deadline for submission of technical proposals.

Review of the Technical Evaluation of the Design and Building Requirement which includes the design, approach, quality of personnel assigned and the experience of the firm using a point system, as follows:

Approach and Methodology	-	40 points
Quality of Proposed Personnel	-	40 points
<u>Experience of the Firm</u>	-	<u>20 points</u>
Total	-	100 points

The passing score is **70 points**.

Refer to Section 16 of the TOR and Annex M for the detailed Evaluation Criteria.

Second-Step Procedure:

Only those bids that passed the above criteria shall be subjected to the second step of evaluation.

The BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary “pass/fail” criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as “failed”.

The BAC shall open the financial proposal of each “passed” bidder and shall evaluate it using non-discretionary criteria - including arithmetical corrections for computational errors - as stated in the Bidding Documents, and thus determine the correct total calculated bid prices. The BAC shall automatically disqualify any total calculated bid price which exceeds the ABC. The total calculated bid prices (not exceeding the ABC) shall be ranked, in ascending order, from lowest to highest. The bid with the lowest total calculated bid price shall be identified as the Lowest Calculated Bid (LCB).

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for one hundred twenty (120) days from the date of the opening of bids.

F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared “passed”, using a non-discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bidder (LCB).

G. Post-Qualification

After determining the Lowest Calculated Bidder (LCB), the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid, using non-discretionary criteria. If the BAC determines that the bidder with the Lowest Calculated Bid (LCB) passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bidder (LCRB) and award the contract to the said bidder.

III. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

V. Adjournment