



DENR Bids and Awards Committee for Regular Operations

**MINUTES OF BAC MEETING
17 December 2021**

- Venue** : DENR Main Building &
Online via Google Meet Platform
- Date/Time** : 17 December 2021, Friday
10:00 AM onwards
- Agenda** : **Pre-Bid Conference for the** Procurement of Services for the Manila Bay
Dolomite Beach Maintenance under Bid Ref No. DENR-CO-2021-045

I. ATTENDANCE

DENR Bids and Awards Committee

ASec Marcial C. Amaro, Jr.	Chairperson
Mr. Jacob F. Meimban, Jr.	Provisional Member/End-user
Engr. Gilbert C. Mondroy	Member

BAC Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Ms. Dianne G. Ibias	Member
Ms. Concepcion C. Cunanan	Member
Mr. Francis Jan V. Castro	Member
Ms. Ann Joanna B. Villarama	Member
Mr. Lamberto S. Ramos	Member
Ms. Racquel Malubag	Member/End-user Representative
Ms. Joyce Marie Yu	Member/End-user Representative

BAC Secretariat

Ms. Jessa B. Montes	Member
Ms. Ma. Rosario T. Santiago	Member
Ms. Alleli G. Vergara	Member
Ms. Lia Kassandra A. Logmao	Member
Ms. Shermaine Joyce L Miña	Member

Other Procurement Staffs
Other office staffs

Bidders	Representative/s
---------	------------------

Pre-Bid Conference for the Procurement of Services for the Manila Bay Dolomite Beach Maintenance

- Dragonhart Construction Enterprise, Inc. Ms. Crisel A. Buban

II. CALL TO ORDER

The meeting was called to order at 10:00 AM and presided by the Chairperson, to discuss the agenda stated above.

III. ROLL CALL

The BAC Secretariat called the roll and informed the Chairperson that three (3) members are present which constitute a quorum. The Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

IV. SALIENT FEATURES OF DISCUSSION

Pre-Bid Conference for the Procurement of Services for the Manila Bay Dolomite Beach Maintenance

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the abovementioned prospective bidder.
- Before the discussion started, the prospective bidder affirmed its familiarity with the government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
 - ✓ Packaging and Envelope Labeling Instructions
 - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements.
 - ✓ Invitation to Bid
 - ✓ Instructions to Bidders
 - ✓ Bid Data Sheet
 - ✓ General Conditions of the Contract
 - ✓ Special Conditions of the Contract
 - ✓ Eligibility Documents
 - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
 - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.

- Statement of all its ongoing government and private contracts
 - Form provided as per Annex I of the bidding documents.
 - Within the last three (3) years.
- Statement of the Bidder's Single Largest Completed Contract (SLCC)
 - Form provided as per Annex I-A of the bidding documents.
 - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC.
 - With attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice or Collection Receipt.
- Original Bid Security

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
5,444,740.98	108,894.82	272,237.05	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
 - Duly conformed per Section VI and VII of the bidding documents.
 - Write "comply" only.
 - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- Omnibus Sworn Statement
 - Form provided as per Annex III of the bidding documents.
 - Usage of any of the following" or "and/or" in specifying the authorized representative/s.
 - However, if the bidder has more than one (1) authorized representative, bidder must use the words "any of the following" or "or" otherwise, all representatives must sign/initial in the prescribed forms provided. Failure to do so shall be a ground for the rejection of the bid and will result in a rating of "Failed".
 - Attach Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit duly notarized or unnotarized Special Power of Attorney. If Corporations, Cooperative or the Members of the Joint Venture, must submit duly notarized or unnotarized Secretary's Certificate/Board Resolution.
- Audited Financial Statements (AFS)
 - Submit 2020 AFS received by the Bureau of Internal Revenue (BIR) or duly accredited or authorized institutions dated CY 2021.
- Net Financial Contracting Capacity
 - Form provided with detailed computation as per Annex IV of the bidding documents.
 - Computation must be at least equal to the ABC of the project.
 - Bidder may opt to submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC,

- ✓ Financial Documents
 - Completed and signed Financial Bid Form per Annex VI of the bidding documents.
 - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
 - If the bid amount in words is inconsistent with the bid amount in numbers, amount in words will prevail.
 - Signed and Accomplished Prices Schedule(s) per Annex VI-A or VI-B.
 - ✓ Additional Post-Qualification Documentary Requirements under the Bid Data Sheet of the bidding documents.
- After the discussion of the pre-bid presentation, the prospective bidder was given the chance to raise queries and clarifications but said that they have none.
 - A member of the Committee asked the prospective bidder if they have handled projects relative to beach maintenance or the like, and the latter confirmed that they have experience in beach nourishment, restoration and enhancement.
 - Before the presiding officer terminated the discussion, the prospective bidder was informed that they can still submit additional queries through email and/or telefax on or before 20 December 2021, 12:00 NN.
 - End-user unit to respond to the queries and clarifications of the bidders in order to proceed with the scheduled Bid Opening on 29 December 2021.
 - Secretariat to include changes on the Supplemental/Bid Bulletin (SBB) and ensure that for the succeeding projects, provisions in the bidding documents are updated/revised based on the latest issuances relative to the procurement.
 - The BAC Secretariat reminded the prospective bidder to purchase the bidding documents amounting to ₱ 10,000.00 not later than the scheduled submission of bids on 29 December 2021 at 9:00 AM to be able to participate in the bidding for the subject project.

V. ADJOURNMENT


There having no matters to discuss, the BAC meeting was adjourned at 11:00 AM.

Prepared by:


DIANNE G. IBIAS

OIC Chief, Procurement Management Section,
 Property and Supply Management Division &
 Head, BAC Secretariat

Noted by:


MARCIAL C. AMARO, JR., CESO III
 Assistant Secretary for Policy, Planning and
 Foreign Assisted and Special Projects &
 Chairperson, Bids & Awards Committee