



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
 Intramuros, Manila



PLM-BIDS AND AWARDS COMMITTEE (PLM-BAC)

Minutes of the Pre-Bid Conference

Date	23 January 2019	Venue	PRMEC		Meeting No.	4 th PLM-BAC Meeting
Day	Wednesday	Start	2:15 pm	3:30 pm	Minutes Taker	GILBERT S. DADOR

ATTENDEES	
Name	Minutes Approval Signature/Remarks
Atty. RUFINO V. ABUDA <i>BAC Chairperson/ Vice President for Legal Affairs</i>	(Absent)
Arch. GIL C. EVASCO <i>BAC Vice-Chairperson / Vice President for Academic Affairs</i>	Signed
Mr. BENEDICTO L. AVILA <i>BAC Member/ AVP for ICTO</i>	Signed
Mr. ROOSEVELT D. DOMINGUEZ <i>BAC Member/ AVP for Administration</i>	Signed
Mr. EDUARDO G. RONQUILLO <i>BAC Member / Budget Office</i>	(Absent)
<p>End-User/PMO: 1. Engr. Karen Leyson, Chief, PFMO 2. Engr. Richard Regala, CET 3. Mr. Michael Tavas, CET 4. Ms. Consuelo Sarip, Acting Chief, USO</p> <p>Bidder's Representatives:</p> <p style="text-align: center;"><u>Supply and Installation of Elevator (Re-Bidding)</u></p> <p>1. Ms. Linda Valdez of Isometric Enterprises 2. Mr. Anthony R. Beltran of Lifter Systems Inc.</p> <p>Guest(s)/Observer (s): 1.</p> <p>TWG Legal: 1. Atty. JACINTO C. GARCIA, JR.</p> <p>TWG Technical: 1. Engr. JUAN C. TALLARA, JR.</p> <p>TWG Finance: 1. Ms. MARIA DIANA S. NOVISTEROS</p> <p>BAC Secretariat: 1. Atty. MAY ANGELI M. ESTOLAS 2. Mr. CHRISTOPHER E. BANDOJO 3. Mr. RON MARR P. EVANGELISTA 4. Mr. JOMAR B. EGUIA</p>	

5. Mr. GILBERT S. DADOR 6. Ms. EMILY D. SALES 7. Ms. SHARON GAY D. DUDANG (On Leave) 8. Mr. MICHAEL D. PICARDAL	
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AGENDA

1. Call to Order
2. Certification of Quorum
3. Pre-Bid Conference
 - 3.1 Supply and Installation of Elevator (Re-Bidding)
4. Other matters

DISCUSSION HIGHLIGHTS

No.	Particulars	Agreement / Remarks	Timeline	Responsible															
1	Call to Order	The BAC Vice-Chair called the meeting to order at 2:15 p.m.	N/A	Chairperson /Vice-Chairperson															
2	Certification of Quorum	The BAC Secretariat certified the presence of a quorum.	N/A	BAC Secretariat															
3	Pre-Bid Conference																		
3.1	Supply and Installation of Elevator (Re-Bidding)	<p>The BAC Secretariat presented the project Supply and Installation of Elevator (Re-Bidding). The ABC of the project is Php 3,000,000.00 (Three Million Pesos) only.</p> <ul style="list-style-type: none"> • Schedule of Requirements is 60 CD from receipt of NTP • Warranty is 1 year after acceptance by the end-user • Bidding Document fee is Php 3,000.00 non-refundable <p>The complete schedule of activities are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activities</th> <th style="text-align: center;">Schedule</th> <th style="text-align: center;">Time</th> </tr> </thead> <tbody> <tr> <td>1. Issuance of Bid Documents</td> <td>11 January 2019 -06 February 2019</td> <td>8:00 a.m.–5:00 p.m.</td> </tr> <tr> <td>2. Pre-Bid Conference</td> <td>23 January 2019</td> <td>2:00 pm.</td> </tr> <tr> <td>3. Deadline of Submission of Bids</td> <td>06 February 2019</td> <td>2:00 pm.</td> </tr> <tr> <td>4. Opening of Bids</td> <td>06 February 2019</td> <td>2:00 pm.</td> </tr> </tbody> </table> <p>The BAC Secretariat informed the Committee that two (2) prospective bidders attended the said Pre-Bid Conference.</p> <p>Furthermore, the BAC Secretariat informed the Committee that the end-user certified that all documents attached are complete and in order and all goods included in the project have been technically described without any reference to</p>	Activities	Schedule	Time	1. Issuance of Bid Documents	11 January 2019 -06 February 2019	8:00 a.m.–5:00 p.m.	2. Pre-Bid Conference	23 January 2019	2:00 pm.	3. Deadline of Submission of Bids	06 February 2019	2:00 pm.	4. Opening of Bids	06 February 2019	2:00 pm.	N/A	BAC/BAC Secretariat
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		<p>brand names as provided under Section 18 of the RIRR of RA 9184.</p> <p>Likewise, the BAC Secretariat certified that the Invitation to Bid and Bidding Documents of the said project were posted in PLM and Philgeps Websites, and at conspicuous place within the premises of PLM in compliance with Section 21 of the RIRR of RA 9184.</p> <p>The Committee acknowledged the presence of the two (2) prospective bidders.</p> <ol style="list-style-type: none"> 1. Ms. Linda Valdez of Isometric Enterprises 2. Mr. Anthony R. Beltran of Lifter Systems Inc. <p>The BAC Secretariat solicited inquiries from the prospective bidders regarding the project.</p> <p>The following questions/inquiries were raised by the prospective bidders.</p>		
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Item No.	Inquiry/Description/ Specification	Observation/clarification on:	BAC/BAC Secretariat's/end-user's Response
	<p><u>Isometric Enterprises</u></p> <p>On the Schedule of Requirement</p> <p>On Technical Requirement</p>	<p>Requested for 180 calendar days to complete the project instead of 120 CD upon receipt of NTP due to importation permits and clearances.</p> <p>Inquired whether the end-user will give due consideration to a General Building C Mechanical and electrical works.</p>	<p>The Committee maintained the 120 calendar days as a requirement in the Bidding Documents to complete the project.</p> <p>The BAC clarified that the PCAB License shall include specialty in elevator with at least a size range of small B and license category C & D for general building /general engineering.</p>
	<p><u>LIFTER SYSTEM INC.</u></p> <p>Bidding Documents</p> <p>On Technical specifications</p>	<p>Do we need to pay again for the bidding documents for a re-bidding of the project?</p> <p>Inquired whether the end-user will provide for the staging area for materials and equipment.</p> <p>Inquired whether the PCAB license can be excluded for this project.</p> <p>Requested for site inspection.</p>	<p>Yes. The prospective bidders must pay the Bidding Document Fee in case there is a re-bidding of the project.</p> <p>The end-user will provide the staging area as requested by the contractor.</p> <p>No. PCAB license is a required document for the project</p> <p>Site inspection will be arranged by the end-user in coordination with the Procurement Office for scheduling. Likewise, the prospective bidders were advised to secure the Ocular inspection Certification from the end-user as part of required documents of the project.</p>

		<p>The BAC Secretariat reiterated that the above-mentioned issues and all other issues and concerns will be addressed and posted in the Supplemental/Bid Bulletin five (5) days prior to the Opening of Bids Conference.</p> <p>Furthermore, the BAC Secretariat informed the prospective bidders to submit additional inquiries if there are any, to Procurement Office thru email within the day for appropriate action.</p> <p>Finally, the BAC Secretariat reminded the bidders of the following:</p> <ul style="list-style-type: none"> • Requirements of the Bidding Documents. • The Technical and Financial Eligibility Requirements. • Reminders on how to properly prepare the bidding documents. • Proper sealing and marking of Bids or Proposals and; • The bid shall be composed of Original, Copy 1 and Copy 2 envelops. <p>After confirming that there are no more inquiries from the bidders, and being no other matter for discussion, the BAC Vice-Chair terminated the Pre-Bid Conference.</p>		
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The meeting was adjourned at 3:30 p.m.

Prepared by:

GILBERT S. DADOR
Staff, BAC Secretariat
Date: _____

Reviewed by:

Atty. MAY ANGELI M. ESTOLAS
Acting Chief, Procurement Office
Date: _____