



PROPOSED RENOVATION OF THE MWSS LA MESA GUESTHOUSE  
(Contract No. MWSS-LMG 001-2018)

**PRE-BID CONFERENCE**

**MINUTES OF MEETING**

DATE : 13 August 2019  
VENUE : Bulwagan, 5<sup>th</sup> Floor, MWSS  
CALLED TO ORDER : 1:25 P.M.

**ATTENDEES**

MWSS	Prospective Bidders	
<b>BAC</b> 1. LEONOR C. CLEOFAS – Chairperson 2. ROMEO D. RODEROS – Vice-Chairperson <i>Members:</i> 3. AUGUSTINE M. VESTIL, JR. 4. JOSE ALFREDO B. ESCOTO, JR. 5. WALTER M. PARTOSA	Summit Meridien Construction Group Inc.	1. Cherry Mae C. Cachero
	AIA Const.	2. Eden Javier
	JEPA Const.	3. Jessica Tibayan
<b>TWG</b> 1. JOSE D. DORADO, JR.– Chairperson <i>Members:</i> 2. EDILYN D. QUIOZON 3. YSABEL JEAN B. PADILLA 4. MITCHIE C. MEDINA 5. FLORENCE R. RAGASA	A.E. Centeno Const.	4. Alen Michael Centeno
<b>Secretariat</b> 1. ANABELLA S. ALTUNA – Chairperson 2. RESTITUTO G. ESPEJO, III-Vice Chairperson 3. MA. FLORITA C. INZON-Focal Person <i>Members:</i> 4. MICHELLE B. MENDOZA 5. LEO NIKKO C. NICOLAS 6. JULIA MARIAH CODAMON	<b>Observer</b> 1. MELVIN FABILLAN – Commission on Audit	

The Pre-bid Conference was called to order and chaired by Deputy Administrator Leonor C. Cleofas, BAC Chairperson after ascertaining from Atty. Anabella S. Altuna, BAC Secretariat Chairperson, that there is a quorum and notices were delivered to observers.

DA Cleofas acknowledged the presence of the COA representative and the representatives from the four (4) Prospective Bidders. Atty. Altuna reported that no one has yet purchased the Bidding Documents (BD) from those present today. DA Cleofas informed that the BD for the project was posted at the MWSS website, hence, it is assumed that the prospective bidders are aware of the project being bid-out. She clarified that the La Mesa Guesthouse project is fronting the lagoon and near the La Mesa Treatment Plant No. 1.

The BAC Chairperson reminded the Prospective Bidders of the following:

- o Submission of bid is on August 27, 2019, 1:30 P.M, Philippine Standard Time. Late bid shall not be accepted;

- PhP 13,000,000.00 Approved Budget for the Contract (ABC) includes 12% VAT and other taxes and duties;
- The required minimum years of experience for key personnel and list of minimum equipment units outlined in the BD should be complied with;
- Bid Security (BS) shall be valid until 120 cd from the date of opening of bids (August 27). Forms and amounts of BS are specified in page 39 of the Bid Data Sheet (BDS);
- Each bidder shall submit 1 original and 4 copies of the bid;
- Submission of bids shall be at the 4<sup>th</sup> Floor (where BD will be bought); Bid opening shall be done immediately thereafter at the Bulwagan (5<sup>th</sup> Floor);
- Bidding would be in accordance with Republic Act (RA) 9184. Prospective bidders are expected to familiarize themselves with the requirements of RA 9184;
- Submit eligibility and technical documents (1<sup>st</sup> envelope) outlined in the BD;
- Evaluation shall be non-discretionary Pass or Fail (presence or absence). In case of absence of documents, the bid shall not be considered for further evaluation but shall be returned to the bidder; and
- Prospective Bidders are requested to buy the BD to familiarize themselves with the complete requirements.

The BAC Chairperson also gave an overview of the following:

1. Required documents comprising the bid:
  - 1<sup>st</sup> Envelope – Eligibility and Technical documents enumerated under pages 18-20 of the BD;
  - 2<sup>nd</sup> Envelope – Financial documents enumerated under page 20 of the BD;
2. Terms of Reference (TOR):
  - Scope of Work which includes: Architectural, Plumbing, Electrical, Mechanical, Painting, Landscaping, Waterproofing, Pest Control, Testing and Commissioning, Clearing and Disposal Works, pages 1-4;
  - Supervision of Renovation Works shall be done by the Engineering Department, page 4;
  - Bidder's Qualification, pages 4-5; and
  - Duration of Services which is within nine (9) calendar months from the receipt of Notice to Proceed (NTP), page 5.

Prospective bidders raised the following queries:


QUERIES	REPLY/COMMENTS
On Single Largest Completed Contract (SLCC), is it 1 building renovation or construction?	Yes, renovation or construction.
In case of discrepancies between the TOR and the plans (Sheet 7a), which will govern?	Terms of Reference will govern.
Will you issue a certificate of site inspection?	Yes, but the BAC wants to ensure that everybody will be present on the scheduled date as it would be difficult to schedule another site inspection.

The BAC shall accept additional written queries ten (10) days before bid submission date, or until 17 August 2019. Since August 17 falls on a Saturday, queries will be accepted until Friday (August 16). The BAC will respond to queries at least seven (7) days prior to bid submission.

Site visit of the La Mesa Guesthouse will be on Thursday, August 15, 2019. Those who are interested to participate shall meet at the 4<sup>th</sup> Floor Lobby at 9:00 AM. Prospective Bidders shall provide their own vehicle.

The meeting was adjourned at 2:00 P.M.

Prepared by:

  
**MICHELLE B. MENDOZA**  
Member, BAC Secretariat

Attested by:

  
**Atty. ANABELLA C. ALTUNA**  
Chairperson, BAC Secretariat

Approved:

*original signed*  
**LEONOR C. CLEOFAS**  
BAC Chairperson