

## **HIGHLIGHTS OF THE BIDS AND AWARDS COMMITTEE MEETING**

### **Pre-Bid Conference for Project No. 2020-04: Improvement of the SHFC-NCR Central Office (Identified as Unit 4 to Unit 9) located at Ground Floor DHSUD/HLURB Building**

**03 December 2020**

**Zoom Videoconference Call ID No.:869 3154 0670**


The following are the highlights of the Bids and Awards Committee (BAC) Pre-Bid Conference:

- ❖ Mr. Paulo Duman, Head of the BAC Secretariat announced that Atty. Maria Rosalie Richa A. Taguian, BAC Chairperson is expected to join the meeting in a while. Atty. Leo Deocampo, BAC Vice Chairperson replied that pursuant to GPPB rules, if BAC Chairperson is not present then the Vice Chairperson may preside over the meeting.
- ❖ A prayer signaled the start of the meeting at 10:01am. With 6 out of 7 members of the Bid and Awards Committee (BAC) determination of quorum was attained. After each person in the meeting room was acknowledged it was announced that the three observers invited were the Philippine Chambers of Commerce, Inc. (PCCI), Procurement Watch, Inc., and Commission on Audit (COA) however, only COA signified their intent to attend.
- ❖ It was announced that no prospective bidder inquired regarding the zoom link for the said pre-bid conference. Vice Chairperson asked if the observers were invited three (3) days before the pre-bid conference and inquiry on the publication of the bidding for the project Improvement of the SHFC-NCR Central Office (Identified as Unit 4 to Unit 9) located at Ground Floor DHSUD/HLURB Building was made. The BAC Secretariat replied that the observers were invited five (5) days prior the pre-bid conference while the publication for Project No. 2020-04 was posted at the PhilGEPS website and conspicuous places in the SHFC Head Office.
- ❖ Determination by the Vice Chairperson on the proceedings of the pre-bid conference despite the lack of prospective bidders. Mr. Duman replied that the meeting can proceed as stated in IRR of RA 9184 Section 22.3 ...The Pre-Bid Conference is open to prospective bidders ... but attendance shall not be mandatory. It was also stated that per Section 22.4 The minutes of the pre-bid conference shall be recorded and prepared not later than five calendar days after the pre-bid conference, and shall be made available to prospective bidders not later than five days upon written request.
- ❖ Vice Chairperson stated that the basic purpose of the pre-bid conference is to discuss, clarify, and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid on, however, since there are no prospective bidders present, he invited the BAC members to raise any concern and clarifications.
- ❖ The earlier question of Mr. Jason Yap regarding the inclusion of the tables and chairs for this project was raised. Engr. John Lee, Jr., TWG Head replied that procurement of tables and chairs is not included for this project.
- ❖ Vice Chairperson turned over the floor to the technical working group for the discussion of the Bid data Sheet. The TWG Head initiated the discussion by describing the project which is basically the improvement of Units 4 to 9 of the DHSUD/HLURB Building. It was stated that it has an area of 313.59 sq.m. and envisioned to include a loft that will be

utilized for storage purposes. The project will include general office area, VP's room, Manager's room, a conference room, vault, storage rooms, cashier area, two lobbies and provision for GAD requirement was also included. It was stated that the office space is for thirty-four personnel.

- ❖ Ms. Jessica Caraso clarified if there will be a confusion within SHFC on the project name which is Improvement of SHFC NCR-Central office when it is in fact allocated for SHFC Mega Manila I. SVP Deocampo replied that the units in the DHSUD/HLURB office is indeed allocated for Mega Manila I however, since 34 personnel can only be accommodated in the provided space it is expected that Loan Administration Unit of both NCR Central and NCR North will be based in the said office but not all from the project development unit of NCR Central and NCR North will be accommodated.
- ❖ Ms. Caraso made her reservations on the absence of prospective bidders and inquired if it is a prediction on the failure of the opening of bids. Vice Chairperson replied that inquiry on the appropriate posting under the bidding process was made earlier and premature discussion on the failure of bidding cannot be part of this meeting since presence of prospective bidders is not mandatory. Hence, review/revision of ABC and technical specifications will only commence after there is a declaration of failure of bidding.
- ❖ Head Secretariat proceeded with the clarifications on the Bid Data Sheet-Special Conditions of Contract since it is pro-forma which states acceptance of advance payment and special test to be conducted. SVP Deocampo replied that it should be no advance payment but with mobilization fund which is 15% of the project cost.
- ❖ Mr. Joeen Buensalido inquired on the number of prospective players during market survey for this project. Engr. King Jan Agbuya replied that quotation from the contractor who handled the improvement of other units within the same building was received by the TWG. It was disclosed that the second quotation expected from another contractor did not push through. Hence, the ABC was based on the submission of one contractor.
- ❖ Head Secretariat proceeded and informed the body that the Schedule of requirements was discussed earlier and invited if there were any issues and concerns to be discussed in the presence of the observer. After hearing no issues raised by the attendees, Vice Chairperson called for the discussion of the next item.
- ❖ Head Secretariat called Engr. Ethel Jacobe to read, discuss and elaborate the Technical Specifications of the project. Engr. Jacobe proceeded to discuss that the main objective of the project is office improvement and disclosure on the contract period which is sixty calendar days, the site verification by the bidder. General Specifications to be provided by the winning contractor/bidder was also discussed. The maintenance requirement was also discussed. The approved budget cost of Php5,500,000.00 was announced. Statement of bidder's responsibility was shown to the body. The bid security and performance security which is the standard of the bidding process was also shown. Enumeration of the required expertise of the bidders which include at least three years in the improvement service-construction works, experience and capability, quality of laborer. Discussion of progress billing and deliverables. It was stated that sub-contracting shall not be allowed. It is stated that for alterations and additional works that becomes necessary through the fault of the service provider shall be borne by the same at no additional cost to Social Housing Finance Corporation. The process for the delay and extension of time was also discussed. The documents, drawings, materials and reports generated by the service provider for the project and within the contract period shall remain the absolute property of Social Housing Finance Corporation and shall not be used by the service provider for purposes unrelated to the contract without a prior written approval of SHFC. Both parties hereby represent and warrant that no government official has benefitted indirectly and directly from the contract.

- ❖ Ms. Josefina Banglagan made inquiries if appropriate glass partitions were included in the specifications for the office space in consideration of the pandemic and the call to follow health protocols since having plastic covers for the protection of our frontliners is aesthetically unappealing. TWG Head replied that the instruction for the design of the DHSUD-HLURB office improvement was to maximize the area. Vice Chairperson further stated that despite the design of office area, SHFC will still implement the 1-meter requirement for social distancing and the 50% employee ratio. Health protocols like conduct of online meetings to minimize face to face meetings is encouraged and if face to face meetings are inevitable, the density of meeting attendees in the conference room will be monitored. Mr. Ruben Laset replied that procurement of additional partitions can be included in the budget for procurement of furniture.
- ❖ SVP Deocampo inquired if there are any matters not discussed in the agenda. Mr. Duman replied that everything has been discussed.
- ❖ It was announced that the conduct of opening of bids will be held on the 15<sup>th</sup> of December 2020.
- ❖ Ms. Banglagan moved to adjourn the meeting and Mr. Yap seconded the adjournment.
- ❖ SVP Deocampo reminded the BAC Secretariat to issue appropriate invitations to observers and the BAC members before formal adjournment of the meeting.
- ❖ With no other matters to discuss the meeting ended at 10:57am.

  
**JENNEY LYN S. SAMANIEGO**  
 BAC Secretariat

  
**PAULO SHERWIN DUMAN**

Approved by:

  
**ATTY. ILEO B. DEOCAMPO**  
 BAC Vice Chairperson