



PHILIPPINE ECONOMIC ZONE AUTHORITY

MINUTES OF PRE-BID CONFERENCE

Present were:

BAC Chairman:	Tereso O. Panga
BAC Vice-Chairman:	Atty. Jessica P. Palisoc
BAC Members:	Alex G. Bartolome Ludwig O. Daza
BAC Secretariat Members:	Nilda T. Lumapak Golda Mier B. Castelo Brett Andrew T. Surell Krista Angeli G. Delica
End-user representative:	Milagros E. Cabauatan Christopher N. Ogali Ricardo Bryan G. Canlas II

The **Pre-Bid Conference** for the **Procurement of Movers/Haulers for the Relocation of PEZA Head Office' Files/Documents and Equipment/Properties (PEZA-HO-2020-02)**, held via Microsoft Teams, was called to order at 2:10 p.m. on 27 July 2020, and was presided by the BAC Chairman.

1. The BAC Chairman, DDG Tereso O. Panga introduced, the BAC members, BAC Secretariat and representatives from end-user unit.
2. On the side of the interested bidders, there were two (2) representatives from two (2) moving services providers. There was no observer present during the pre-bid conference.
3. ABC is PhP2 Million for the procurement of Movers/Haulers relative to PEZA's transfer of office from BGC, Taguig City to Pasay City (DD).
4. In the discussion, the interested bidders raised the following clarifications/questions:
 - (i) **For the Eligibility Documents, if we have Platinum PhilGEPS Certificate and all annexes are updated, is it enough that we only submit that document?** The BAC Chairman answered on the affirmative as it is allowed in the rules.
 - (ii) **The Statement of Single Largest and Completed Contract not necessarily indicate packing and freighting?** The BAC Chairman answered that if the bidder is a freight forwarding company, it follows that it is already included in their activities (sorting, packing, transport, etc.). Mr. Ogali added

that there is no problem as long as it is transport, hauling or similar project. The BAC Chairman reiterated that the emphasis is on hauling, and SLCC must be 50 percent of the ABC, and doesn't have to be in government (can be private).

- (iii) **Three years or five years?** The BAC Chairman responded that it is three years as we after the most recent engagement.
- (iv) **What should we follow, 600 cu.m. or 431 cu.m. (volume of box)?** Ms. Cabauatan answered that 600 cu.m. is already an estimate on the number of boxes (5,721 boxes) given that dimension and it already includes all the other properties.
- (v) **So we bidders will use 600 cu.m. as the basis of the calculation for the number of trips?** Ms. Cabauatan answered in the affirmative.
- (vi) **Will “cu.m. x 600” the basis of our costing of bid for the purposes of uniformity of all bidder or “per cu.m. x 431”?** Mr. Ogali responded that it will be the 600 cu.m.
- (vii) **If the actual volume decreased (less than 600 cu.m.), what shall be the basis of payment?** Mr. Daza answered that the procuring entity is bound by the bid offer tendered by bidders. The BAC Chairman agreed to Mr. Daza's statement.
- (viii) **Do you have a template?** Mr. Ogali responded that in terms of the Bidding Form, we have a template where they will put the total Bid price. Then, we will just require in addition to the Bidding Form to attach their computation breakdown on how they came up with their bid (cost per cu.m., other taxes and fees).

Bid Data Sheet item 13.1(c), page 37. The BAC Chairman asked the BAC Secretariat to seek clarification from GPPB regarding the said item.

- (ix) **Technical Specifications item II page 59.** The BAC Chairman clarified that 600 cu.m. shall be the basis of Bid, whatever is indicated in the Bid shall be paid by the procuring entity.
- (x) **Page 60 of Technical Specifications, Insurance coverage and other applicable fees. The bidder will cover the insurance, but PEZA will pay the bidder 2%?** Mr. Ogali and Mr. Bartolome responded that this shall be inclusive already in the PhP2,000,000.00 budget. Ms. Cabauatan added that it is inclusive, including all other fees.

(xi) **The Price Schedule based on 13.1(c) shall be up to the bidder?** Mr. Ogali answered that it is much better if they will have a detailed breakdown (taxes, fees, etc.)

5. The BAC Chairman reiterated that the address for submission of the bids is **Philippine Economic Zone Authority, BAC Secretariat, 5/F, Bldg. 5, DOE-PNOC Complex, Rizal Drive, BGC, Taguig City.**

6. **The deadline for submission of bids is on August 10, 2020, 11:00 a.m. and opening of bids at 2:00 p.m. following the clock time at the 5/F, Bldg. 5.**

There having no other remaining topics for discussion, the Pre-Bid Conference was adjourned at 3:19 p.m.

TERESO O. PANGA
BAC Chairman

ATTY. JESSICA P. PALISOC
BAC Vice-Chairman

ALEX G. BARTOLOME
BAC Member

LUDWIG O. DAZA
BAC Member

(OB)

ENGR. DOMINADOR A. ZAGADA JR.
BAC Member

/gbc