



Philippine Economic Zone Authority

Bids and Awards Committee
3rd Floor PNOB Building 3, Energy Center, Rizal Drive, BGC, Taguig
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MINUTES OF PRE-BID CONFERENCE

Present were:

BAC Chairman: Tereso O. Panga
BAC Vice-Chairman: Atty. Jessica P. Palisoc
BAC Members: Engr. Floriano D. Sarmienta
Alex G. Bartolome

BAC Secretariat Head: Ludwig O. Daza
BAC Secretariat Members: Nilda T. Lumapak
Tasneem C. AbdulRauf

Observer: COA Observer John Paul C. Valdez

The **Pre-Bid Conference for the Procurement of “Fit-out and Rearrangement/Relocation of Department Offices at PEZA Head Office” (PEZA-HO-2018-3)**, held at PEZA, 5th floor, PNOB Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, was called to order at 2:00 p.m. on **17 December 2018**, and was presided by the BAC Chairman.

1. The Chairman acknowledged a quorum of the Bids and Awards Committee (BAC) and the presence of representatives from three potential bidders from:
 - a) Casan Construction and Trading (CC&T) from Sampaloc, Manila
 - b) Cycon Inc. from Cavite
 - c) Triple E 2008 Builders Inc. from Pasig City
2. The BAC Chair clarified that the invitation to bid is still open to those were not present in the pre-bid conference. Any interested bidder can buy the bid document and submit their bids.
3. The BAC Chair reiterated that the **deadline of the submission of bid**, as stated in the Bidding Document, is on **28 December 2018** on or before **11:00 AM**. The Bid Box where the bids will be submitted will be located in the same address stated in the Bidding Document.
4. The BAC Chair clarified from the present suppliers or potential bidders that PhilGEPS registration and unexpired PCAB license are among the requirements for the bidding on infrastructure projects. The three suppliers who were present confirmed that they are complete with those mentioned documents.
5. BAC Member Engr. Floriano D. Sarmienta discussed the scope of work of this procurement project which includes:
 - Duration to complete the civil works is 74 calendar days from the issuance of Notice to Proceed. Projected completion of the fit-out is on or before April 15, 2019, and it may be accelerated earlier to March 2019.

- Civil works for the project should be done after office hours (8:00 AM to 5:00 PM from Monday to Friday) because of the need to isolate noise and dust. However, there may be exemptions. But, PEZA needs to seek clearance from PNOC management as office space lessor.
- No need to install additional power supply in this project. But, bidders may review scope of work regarding electrical works.
- CC&T trading inquired about the possible schedule for site inspection or ocular of the areas to be subjected to the fit-out and relocation. Engr. Sarmienta said that site inspections can be scheduled, but an ocular (after the pre-bid conference) can also be done within the day for those suppliers who are present.

6. The BAC Secretariat also enumerated the required documents for the submission of bids for procurement of infrastructure projects under Section 25 of the Revised IRR of RA 9184.

There having no other questions and remaining topics for discussion, the Pre-Bid Conference was adjourned at 2:45 PM.

TERESO O. PANGA
BAC Chairman

ATTY. JESSICA P. PALISOC
BAC Vice-Chairman

ANITA C. ABAD
BAC Member

ENGR. FLORIANO D. SARMIENTA
BAC Member

ALEX G. BARTOLOME
BAC Member