



MINUTES OF THE PRE-BID CONFERENCE

October 28, 2019 (Monday)

@ the SPDA Conference Hall

Consulting Services for the Preparation of the Detailed Architectural and Engineering Design for the Proposed Six (6) - Storey SPDA Commercial and Hotel Building @ Veterans Avenue, Zamboanga City

ABC
₱3,150,000.00

I. Attendance

1. Munap H. Pacio	-	BAC Chairman
2. Merlinda G. Abante	-	BAC Member
3. Cristy B. Dagala	-	BAC Member
4. Virginia L. Uy	-	BAC Member
5. Orheim Ferrer	-	BAC Member
6. Thelma Silfide C. Alicaway	-	TWG
7. Modiff Dhaiffallah T. Gampong	-	TWG
8. Albir A. Biruar	-	TWG
9. Norhaysa H. Dipatuan	-	TWG
10. Arfie J. Edris	-	BAC Secretariat, Chairman
11. Khalaf O. Cariga	-	BAC Secretariat
12. Baisaganta Ali	-	BAC Secretariat
13. Marven Corotoan	-	BAC Secretariat
14. Norminda Maruhom	-	BAC Secretariat
15. Sotero T. Ocariza, Jr.	-	Engineer IV
16. Aigie Flores	-	Engineer III
17. Karl Labrador	-	Lu-Labrador Architects
18. Elvin Cagas	-	RC CAPA Engineering Works Construction
19. Lovely Faith Delos Santos	-	RC CAPA Engineering Works & Construction
20. Aldrine Pille	-	Que Designs International
21. Chris John Flores	-	Altafil Construction
22. Francis Palo	-	C3 Architecture
23. Manuel V. Eroyla	-	A.C. Ong Consulting Services
24. Victoria L. Barquin	-	UAP Davao Chapter

II. Call to Order

- ❖ *The Pre-Bid Conference was presided over by the Deputy Administrator/BAC Chairman and called the meeting to order at 10:27 A.M.*

III. Invocation

- ❖ *Mr. Khalaf O. Cariga led the prayer.*

IV. Meeting/Discussion

- ❖ *DA Pacio instructed Mr. Arfie to introduce the members of the BAC, TWG and BAC Secretariat*
- ❖ *Mr. Arfie introduced the BAC, TWG, and BAC secretariat based from the attendance sheet*
- ❖ *DA Pacio explained that the pre-bid conference would be presided over by the BAC chairman, while some of the issues and concerns would be discussed by the members of BAC.*

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- The bidders were told to feel free to ask any queries regarding the bidding documents and asked them to introduce themselves*
- ❖ *Francis Palo had introduced himself as the representative of C3 Architecture of San Juan, Manila*
 - ❖ *Cris John Flores also introduced himself as the principal architect of Altafil Construction from Davao City*
 - ❖ *Adrine Pille, representative of Que Designs International from Iloilo City*
 - ❖ *Elvin Cagas & Lovely Faith delos Santos, both representatives of RC CAPA Eng'g Works & Construction Company*
 - ❖ *Karl Labrador introduced himself as the principal architect of LU-Labrador Architects*
 - ❖ *Manuel Eroyla, of A.C. Ong Consulting Services from Manila.*
 - ❖ *DA Pacio had asked Eroyla if their base is in Davao City*
 - ❖ *Manuel Eroyla answered that they have projects in Davao City*
 - ❖ *DA Pacio asked the cameraman to take photos for the record of all the proceedings*
 - ❖ *Ms. Vicky Uy took notice that Mr. Marven Corotan, one of the members of BAC secretariat was not called during the roll call. She then informed the body that BAC had sent out letters of invitation to the observers; PICE, UAP, and also COA, however, COA had informed the body that nobody would be available during the pre-bid conference. The same office had said that a representative from UAP was on the way, but the PICE had no idea why they weren't able to attend*
 - ❖ *DA Pacio asked Mr. Dagala whether he wanted to say something*
 - ❖ *Mr. Dagala clarified that the letters were sent out but they were not able to receive them*
 - ❖ *DA Pacio answered that the most important was that SPDA was able to send out the invitation. It would not nullify any proceedings of the pre-bid. He explained further that it was only a pre-bid*
 - ❖ *DA Pacio emphasized that during the opening of the bids, the representative of the company or consultancy should bring a duly notarized authorization letter. Otherwise, the bidding documents of the company/consultancy would not be opened during the bidding*
 - ❖ *Mr. Dagala added and asked whether those who were not in attendance during the pre-bid conference could still be allowed to bid*
 - ❖ *Then Ms. Vicky Uy answered that they were still allowed because it was just a pre-bid conference and seconded by DA Pacio*
 - ❖ *DA Pacio proceeded the presentation for the information of the bidding participants and then Pacio presented the needs of the Authority to conduct the bidding process. He explained further that as shown on the screen being presented, those were the things that they were going to prepare after the conference*
 - ❖ *DA Pacio had asked Ms. Abante, Ms. Vicky, and Mr. Dagala if they had anything that they could say about*
 - ❖ *Mr. Dagala had expressed the pleasure of the interested bidders if the TOR would have to be presented first and then DA Pacio asked the BAC members if the copy of the TOR was distributed to the bidders*
 - ❖ *Engr. Ocariza answered that the TOR was ready for presentation on the screen (used device was a projector)*
 - ❖ *DA Pacio had informed the bidders that anytime they could ask any clarifications*
 - ❖ *Ms. Abante added that bidders needed a hard copy*
 - ❖ *DA Pacio also added that the BAC members would provide a soft copy of the presentation.*
 - ❖ *Mr. Cariga presented the location of the project as shown on the screen*
 - ❖ *DA Pacio offered the bidders a soft copy of what was presented which would be given later.*
 - ❖ *Mr. Dagala narrated that the location of the project was in Zamboanga City. He invited the bidders later to come to Zamboanga City in order to see for themselves the site or area of the project. He explained further that the location was a proclaimed area for the SPDA. The subject area is surrounded by government offices such as LTO, DSWD, Metrodescom, Fisheries, Land Bank, Central Bank, DENR and DBM. The entire property is a proclaimed*



area for government centers under proclamation no. 69. He added that the ownership of SPDA is just a Tax declaration. The lot area of the property is only 613 square meters per tax declaration, while the actual lot area is 900 square meters. As part of the regulation for building code or city government will have to do a setback. Mr. Dagala said later on that Engr. Ocariza would explain for the foot print of the building. He then proceeded to introduce the SPDA as a Government-owned and Controlled Corporation mandated and expected to generate revenues. The project is a 6-storey hotel with an office space of Southern Philippines Development Authority (SPDA)

- ❖ DA Pacio had asked Ms. Vicky and Ms. Abante anything that they could say about the topic
- ❖ Ms. Vicky answered a little later
- ❖ DA Pacio asked Mr. Dagala to proceed to the discussion
- ❖ Mr. Dagala asked Engr. Ocariza to explain the Terms of Reference (TOR) on behalf of the SPDA
- ❖ Engr. Ocariza thanked the attendees for responding to the invitation. He then proceeded the presentation and explanation on the TOR. He then stressed that the Terms of Reference was just a guide to determine the necessary or required manpower resources who will be employed during the conduct or preparation of the design. He then informed the bidders that the TOR would be discussed with him if ever there would be some queries or clarifications. He continued to explain the rationale of the project in preparation for the Detailed Architectural & Engineering Design for the proposed 6-Storey SPDA Commercial and Hotel Building
- ❖ DA Pacio interrupted and emphasized that it would be a 6-storey building in case the City Government will allow SPDA to erect the commercial building, however, if the City Government will not allow, the Authority will still continue to look for some possibilities to build a 6-Storey building, and he stressed further that in the region there's no Government Hotel yet
- ❖ Ms. Vicky added that for the information of the bidders, SPDA has already a Business Inn and Commercial building currently operated by the staff of the Authority at Alunan Avenue, Koronadal City
- ❖ DA Pacio further informed the bidders that the fund for the design was already available. He assured that the designer will be paid
- ❖ Architect Karl Labrador raised the issue on if in case the building of the hotel will not push thorough, what will happen to the design? He then added on the record. DA Pacio answered yes on record.
- ❖ Mr. Dagala also answered according to DA Pacio's position that SPDA will erect a government hotel just in case the city government will not allow the proposed project. The design will still proceed. He explained that whoever may be the winner, the Authority will discuss the details on how to attack the presentation
- ❖ DA Pacio interrupted and said that the burying factor was the name whether or not it's a government hotel. He then informed that in the area, SPDA has already an existing building which is currently rented
- ❖ DA Pacio let Engr. Ocariza to continue the presentation of the TOR
- ❖ Engr. Ocariza had proceeded with the presentation of TOR. He then asked the bidders if there were some elements to be added on to the TOR
- ❖ Arch. Karl Labrador discussed about the CAAP requirements or permit for the flight path
- ❖ Engr. Ocariza opined that it's like an ECC there's also a certificate of non-coverage
- ❖ DA Pacio asked the body if there were any suggestions for the presentation
- ❖ Engr. Ocariza continued with the explanation on the TOR
- ❖ Then DA Pacio relayed his experiences about his almost 2 years of stay in Davao City wherein almost 20 earthquakes had transpired
- ❖ Engr. Ocariza answered that it's included in the structural design
- ❖ Ms. Vicky acknowledged the observer/representative of UAP Architects Ms. Barquin of Davao Chapter



- ❖ *Mr. Dagala said that Allied Soil Test had already conducted 3 boring holes and they already had finished 2 boring tests. He added SPDA expects that Allied could provide the results of the technical boring test this coming November 15, 2019*
- ❖ *Ms. Vicky asked Engr. Ocariza to explain about sanitary*
- ❖ *Engr. Ocariza continued and proceeded reading the TOR on sanitary plumbing. He then informed the body that all the needed documents would be part of the future SPDA's invitation to bid to construct it. It should be signed with shield plan as mentioned in 1.3 of the TOR. He also added that it was implied that the bidders should have a team of all engineering disciplines (Professional Mechanical Engineer, P. Electrical Engineer, Electronic Engineer, Architect and Civil Engineers).*
- ❖ *Ms. Vicky commented that the team of the consultants will be required to submit the resume's, licenses, and other supporting documents*
- ❖ *DA Pacio reiterated that the prospective bidders had already known what to do for the bidding requirements*
- ❖ *Then Engr. Ocariza continued the explanations on the deliverables in the TOR*
- ❖ *Mr. Dagala asked Engr. Ocariza if they could provide a walk through 3D video on the design's perspective*
- ❖ *Engr. Ocariza answered that the winning bidder must provide a walk through. He then clarified what was mylar sepia? And then the body agreed that it's a tracing paper*
- ❖ *Architect Barquin added that the number of rooms must be considered so that the consultant could also establish the number of rooms*
- ❖ *Mr. Dagala had informed that the project was originally a 6-storey*
- ❖ *Engr. Ocariza continued to explain the TOR on the qualification and selection criteria*
- ❖ *DA Pacio asked the bidders to raise if they could comment or add something in the TOR*
- ❖ *Mr. Dagala highlighted that the experience of the consultancy or individual consultant must be minimum of five (5) years as mentioned in the TOR*
- ❖ *Mr. Dagala maintained that for the purpose of the pre-bid conference, the common understanding should focus on the TOR. He explained that for the common understanding on what to be done on the design*
- ❖ *Engr. Ocariza continued with the contract duration in the TOR. He then explained that the contract duration was within 50 calendar days upon receipt of the notice to proceed*
- ❖ *A bidder raised a question to clarify on the draft submitted to SPDA for checking was delayed*
- ❖ *Engr. Ocariza answered that the delay on the number of days from checking/comment of procuring entity on design, it will not be added to the 50 calendar days of contract duration*
- ❖ *Engr. Ocariza emphasized that whoever will be the winning bidder, first to be requested is the draft the SPDA will request 3 schemes to be delivered. 3 designs, floor plans and perspective. He then added that if it's possible the comment is outright so that it will not be delayed. He then maintained that third submission would be final*
- ❖ *Ms. Vicky added the supervision requirement from the winning bidder of the design. She added that they should be available for any clarification with regard the design*
- ❖ *Arch. Barquin Emphasized that the winning bidder can hire a supervising architect. But it will be paid in his/her supervision*
- ❖ *Engr. Ocariza clarified that in the event, not anticipated in the planning in the actual implementation, the procuring entity can anytime ask the availability of designing consultant*
- ❖ *Ms. Vicky answered it's in the special provision in the bid tender documents*
- ❖ *Mr. Dagala maintained that who would design the building shall make themselves available in time of consultation for the design. He insisted that it must be included in the contract*
- ❖ *Engr. Ocariza posited that whenever there would be intended changes or alteration, the designer or consultant should be available for consultation because he/she is the signatory*
- ❖ *Ms. Vicky said there's a retention of ten (10%)*
- ❖ *DA Pacio asked the body whether there were any clarifications and questions. He then asked Mr. Cariga if had a copy of the TOR*



Republic of the Philippines
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- ❖ *Engr. Ocariza answered that the TOR a part of the bidding documents*
- ❖ *Mr. Dagala asked Engr. Ocariza how much was the bid documents*
- ❖ *Engr. Ocariza answered the worth of bidding documents was 5,000 pesos as stipulated in the revised IRR R.A. 9184*
- ❖ *Architect Karl Labrador asked whether buying of bid documents was on or before they win the bidding*
- ❖ *Mr. Dagala answered that before participating the bidding, the interested bidders must first buy the bidding documents. It was part of the requirements*
- ❖ *Mr. Dagala said the contract will be awarded to the **Lowest Calculated and Responsive Bidder (LCRB)***
- ❖ *Mr. Dagala said the challenge of the procuring entity was the time elements, needed to deliver until the end of the year 2019*
- ❖ *Mr. Cariga presented the 3d walk through concept of Architect Assiddin which was the 10th floor.*
- ❖ *DA Pacio said if someone wanted to visit the area, the SPDA was ready to assist him/her to the area*
- ❖ *Ms. Vicky asked DA Pacio if the meeting of pre-bid was adjourned*
- ❖ *DA Pacio asked the body if there were any questions or parting lines. He then called Atty. Ferrer for the message*
- ❖ *Atty. Ferrer thanked all the participants and he wished them luck and hoping a good partnership*
- ❖ *DA Pacio thanked the bidders and adjourned the pre-bid conference*

V. Adjournment

- **The pre-bid conference adjourned at 11:56 AM**

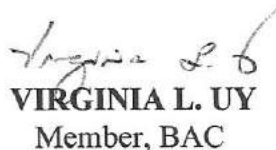
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