



## MINUTES

PRE-BID CONFERENCE FOR SURVEY WORKS OF PAOAY LAKEVIEW UPGRADING PROJECT, BRGY. SUBA, PAOAY, ILOCOS NORTE HELD ON JANUARY 10, 2020 AT THE CONFERENCE ROOM, NHA REGION I/CAR-I OFFICE, 4<sup>TH</sup> FLR. DBP BUILDING, LOWER SESSION ROAD, BAGUIO CITY

### Present:

Engr. Jefferson F. Ganado	-	Vice-Chairperson, ROBAC
Engr. Christopher S. Saingan, Jr.	-	Regular Member, ROBAC
Ms. Aida C. Daiwey	-	Regular Member, ROBAC
Ms. Imee Claire A. Anglib	-	Regular Member, ROBAC
Engr. John Jeffrey P. Estabillo	-	TWG/End-User
Engr. Michael John P. Albay	-	TWG
Mr. Dario Hitler S. Dolo, Jr.	-	TWG
Ms. Charita S. Rasay	-	Head, Secretariat
Ar. Richmond J. Javinar	-	Secretariat

### Not Present:

Atty. Rony A. Lagmay	-	Chairperson, ROBAC (On Travel)
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### Observer/s:

Mr. William D. Gorio, Jr.	-	COA Representative
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### CONTRACTORS/REPRESENTATIVES:

<u>Contractors</u>	<u>Representatives</u>	<u>Position</u>
1. G.C. Malacas Surveying Services	Gregorio C. Malacas	Proprietor
2. JR Fernandez Surveying	Geralyn J. Padilla	Admin. Assistant
3. Valdez Surveying & Realty Services	Ponciano Valdez, Jr.	Sole Proprietor
4. Eric C. Baldo Land Surveying	Eric C. Baldo	Sole Proprietor

### BUSINESS MATTERS:

- A. Pre-Bid Conference for NHAR1CAR1-ROBAC-2019-CS-002: Survey Works for Paoay Lakeview Upgrading Project, Brgy. Suba, Paoay, Ilocos Norte
- B. Other Matters

## CALL TO ORDER/PRESIDING OFFICER

A quorum was announced and the Pre-Bid Conference for the above-cited project held at the Conference Room of NHA Region I/CAR-I Office, 4<sup>th</sup> Floor DBP Building, Lower Session Road, Baguio City, presided over by Engr. Jefferson F. Ganado, Vice-Chairperson, was called to order at 9:25 a.m. of January 10, 2020. The Vice Chair acknowledged the presence of the members of the ROBAC, TWG, Secretariat, End-User, COA Observer and the contractors/representatives.

The Vice Chair then gave the floor to the presenter of the project.

## HIGHLIGHTS OF THE PRE-BID CONFERENCE:

- Project Overview:
  - One track of expropriated residential lot in Barangay Suba, covered by TCT No. 14300, consisting of 27,834 square meters and registered and declared for tax purposes in the name of NHA, appears in the Lot Inventory System (LIS) and in the subdivision plan of Paoay Upgrading Project, as reserved area. Since project completion, the lot was left idle and vacant. As a result, the lot was later occupied by eighteen (18) families who have illegally constructed their residence thereat. The probability of upgrading the site to accommodate the request of the illegal occupants and to finally segregate the previously awarded portion.
  - It is necessary that survey works be undertaken to ascertain the boundaries of the property to be developed. A structural survey of existing structures is likewise required as well as a subdivision survey to subdivide the property into generated lots.
  - Survey works is to be undertaken by NHA within **105 calendar days**
- Project Profile
  - Location : Brgy. Suba, Paoay, Ilocos Norte
  - Area : 27,834.00 sq. m.
  - TCT No. : 14300
  - No. of Units : 110 homelots
  - Modal Lot Size : 100.00 sq. m.
  - Project Cost : P1,196,828.00
- Certificate of Budget Allocation No. 2019-33-86-275 dated September 20, 2019 (NG Subsidy)
- Approved Budget for the Contract is P1,196,828.00
- Included in the NHA 2019 Work Program and Budget and the Annual Procurement Plan
- Contract duration is 105 calendar days

- Scope of Survey Works:
  - Relocation and Boundary Survey
  - Topographic Survey
  - Structural Survey
  - Subdivision Survey
  - Individual Lot Titling
  
- List of Minimum Technical Personnel
  - Geodetic Engineer
  - AutoCAD Operator
  - Instrument Man
  - Survey Aides
  
- List of Minimum Equipment Requirement
  - 1 unit Rotating Level
  - 1 unit Total Stations with Accessories
  
- Also presented are vicinity map, photo of existing site condition, proposed community development plan, PERT-CPM, project milestones and checklist of requirements.

**CLARIFICATIONS:**

QUERY	REMARKS
1. Are the registration fees for lot titling included in the bid/proposal to be submitted?	Yes, the registration fees are included in the Schedule of Bid Rates.
2. Is the Schedule of Bid Rates, the basis of payment? How is it related to Manner of Payment in the Terms of Reference (TOR)? Is billing based on every item of survey works completed, i.e. topographic survey?	<p>The Schedule of Bid Rates provided in the bidding documents shall contain the details of the Summary of Costs which is the Financial Proposal Form (FPF) 2.</p> <p>On the other hand, the basis for the payment of survey work/s completed will be the submitted end products, and the costs of end products shall be based on the bid of the winning consultant. Item 8. Manner of Payment of the TOR states that, <i>“Payment shall be made on a per accomplishment basis upon submission of the required end product per item 5 hereof”</i>.</p> <p>The end products that were enumerated under item 5 are as follows:</p> <p><i>“5.1. Submission to the NHA Region I and CAR-I Office of the following:</i></p> <p><i>5.1.1 Relocation, Structural and Subdivision Survey Plans, Benchmark descriptions, site photographs, side shots data and other computation regarding engineering surveys. They must be submitted in one (1) original</i></p>

	<p><i>and five (5) printed copies, as well as electronic files in CAD, PDF, and editable formats.</i></p> <p><i>5.1.2 Complete survey returns approved by DENR-CAR that includes approved Subdivision Plan (1 sepia copy, 3 blue print copies, original and duplicate copy of individual technical descriptions of lots and lot descriptions).</i></p> <p><i>5.1.3 Owner's Duplicate Copy of Individual Lot Titles with corresponding Tax Declarations based on the approved Subdivision Survey Plan.</i></p> <p><i>5.1.4 All end products shall be submitted for review and approval to the District Office".</i></p> <p>As such, the ROBAC will issue a Bid Bulletin covering addendum of Topographic Survey Plan to the end products in item 5.1.1 of the TOR, and the correction of item 5.1.2 regarding the approval of complete survey returns by DENR-Region I instead of DENR-CAR.</p>
<p>3. What would be the weight or percentage of payment?</p>	<p>The percentage of payment will be based on the end products (Item 5.1.1 of the TOR) submitted to and approved by NHA, and based further on the bid of the winning consultant.</p>
<p>4. Does the contract duration of 105 calendar include the period from the start to finish? Since the survey verification process and approval by the Department of Environment and Natural Resources (DENR)-Region I and the Registry of Deeds (ROD) for titling will take a longer period of time; In addition, clearance from the HLURB shall be submitted to DENR for complex subdivision like the subject project as shown in the proposed community development plan..</p>	<p>Yes.</p> <p>Item 10.2 of the TOR states that, "<i>However, in the event that the survey-contractor encounter delay in obtaining the required services or output under the contract, the latter shall promptly notify the AUTHORITY of any claim such of justifiable delay in writing within ten (10) days from the happening of the cause/s which shall justify the delay, otherwise such claim shall not be entertained and the survey-contractor is deemed to have waived his right to set up any justification of delay as defense".</i></p> <p>As such, the survey-contractor can request for time suspension immediately after transmittal of end products to the District Office, DENR, ROD and any concerned agency. Duly received transmittal letters of documents to the aforesaid offices or any concerned agency shall be submitted as supporting document for request of time</p>

	<p>suspension.</p> <p>Further, relative to HLURB clearance, the consultants can provide comments and suggestions on plan of approach/adequacy of proposed methodology and work plan in responding to the TOR (TPF 3).</p>
5. Is there a format in the preparation of plans?	The Community Development Plan with the title blocks was presented for the bidder's information.
6. Is there a checklist of requirements (bid documents) to be submitted?	The check list of requirements or table of contents of bid documents to be submitted by the bidders will follow in chronological order the required Technical and Financial Proposal forms as provided in the bidding documents.

**REMINDERS TO BIDDERS:**

The Vice Chair discussed the important reminders to the bidders as follows:

1. The Mayor's Permit must be supported by the Official Receipt (OR) evidencing payment for the latest applicable quarter or year (The permit must be paid at least up to 4<sup>th</sup> Quarter of 2019). Considering that the opening of bids for the project is scheduled 3<sup>rd</sup> week of January 2020, the winning consultant for the project will need to submit an updated Mayor's Permit with Official Receipt (OR) as post qualification requirement.
2. The bids must be properly sealed and signed. IRR of 9184 Section 25.9 states "Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bids, or for its premature opening".
3. Valid Tax Clearance for the current year per Executive Order 398 series of 2005 as finally reviewed and approved by the BIR shall form part of the Eligibility Documents.
4. The list of completed projects must be supported by Contracts and Agreements, Notice of Awards (NOAs), and/or Notice to Proceed (NTPs), Certificate of Completion and Acceptance and/or CPES Final Ratings. Likewise, on-going projects shall be supported with NOAs and/or NTPs.
5. Bidder must have completed at least one (1) single contract that is similar and equivalent to at least 50% of the ABC.
6. The prospective bidder is given the option to post a Bid Securing Declaration (BSD) OR any other form of Bid Security indicated in the bidding documents.

To illustrate, the Procuring Entity (PE) shall include BSD, as one of the choices and the other form of bid security may be Cash or Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit, Surety Bond, or Combination of the identified forms. Accordingly the prospective bidder is required to post only one (1) form of bid security. It could either be a BSD or Cashier's Check. If in the form of a Surety Bond, the Bid Security must be supported by an Official Receipt (OR), Certificate from the Insurance Commission and the required exact amount of documentary stamps or metered stamps equivalent to the amount paid on the OR.

The Vice Chair informed the bidders to use the updated form for Bid Securing Declaration (BSD) which reflects a fifteen (15) day period within which to pay an applicable fine provided under Section 6 of the Guidelines on the use of Bid Securing Declaration.

7. For the Manpower Requirement, one person cannot occupy two (2) positions. In other words, one (1) position requires one (1) warm body. Set of personnel to be pledged must be different for each project in ongoing projects should the consultant be declared as the Highest Rated and Responsive Bidder (HRRB) for consulting services.
8. The pledged equipment must meet the required minimum capacity indicated in the BDS. Bidders must use the prescribed forms provided to facilitate easy checking of such during the bid opening.
9. Net Financial Contracting Capacity (NFCC) must be sufficient Credit Line Commitment (CLC) shall no longer be accepted as an alternative to the bidder's computation of NFCC.
10. The Omnibus Sworn Statement consisting of 9 items shall specify the correct name and Identification of Reference No. of the project and shall be notarized.
11. Each of the documents submitted in Copy 1, & 2 shall be authentic copy of the original, complete stamped Certified True Copy & originally signed/initialed by the duly authorized representative/s of the bidder.
12. The submitted documents shall be clear and readable. Incomprehensible documents will not be considered as submission.
13. All NHA prescribed forms shall be used in the preparation/submission of Bids. Other forms are accepted provided that all the required data are present in the form.
14. The Bidder may submit the Contractor's Registration Certificate (CRC) issued by BAC in view of the Eligibility Documents itemized in the BDS, provided that its eligibility documents on File with the BAC, is maintained current and updated at the time of opening of bids.
15. Subcontracting is allowed. The contractor/bidder should identify the subcontractor and the portion of the works to be subcontracted. The

Contractor shall undertake not less than fifty percent (50%) of the contracted works with its own resources.

16. VAT is exclusive for socialized housing. The winning consultant shall request VAT exemption from the BIR.

17. Be wary of your slippages. The Vice Chair informed that National Housing Authority is adopting Department of Public Works and Highways (DPWH) order No.13 in the post-qualification of bidders. He emphasized that bidders who have single contract of 15 % or more slippages will be automatically disqualified. He further informed that a slippage of 10% in two or more projects will also be disqualified. Finally, he informed that if liquidated damages are currently imposed to a contractor, he will also be automatically disqualified.

18. Provide ears and tabs to each required documents.


## **ADJOURNMENT**

There being no other topics to discuss, the meeting was adjourned at 10:18 a.m.

Prepared by:

  
**CHARITA S. RASAY**  
Sr. Com. Support Services Officer  
Head, ROBAC Secretariat

Approved:

  
**JEFFERSON F. GANADO**  
Supervising Engineer/  
Vice Chairperson, ROBAC