



MINUTES OF BAC BRAVO REGULAR MEETING
(August 8, 2019, 10AM CATC)

Atty. Joseph Ray P. Gumabon	-	BAC Chairperson
Atty. Angelica Dimalanta	-	Regular Member
Atty. Marie Dainne Espiritu	-	Alternate Member
Engr. Francisco Alconera	-	TWG
Atty. Edeliza Iruguin	-	TWG
Atty. Godfrey Ragudo	-	TWG
Ms. Jamaica Ana Gregorio	-	TWG
Mr. Jasper S. Ponce	-	TWG
Mr. Joemarie Anthony Eligio	-	TWG
Ms. Carmelynda Samoy	-	Assistant Head, Secretariat
Ms. Eugene Parcasio	-	Member, Secretariat
Ms. Annaliza Torre Franca	-	Member, Secretariat
Ms. Sandra Serdan	-	Member, Secretariat
Ms. Rita Linda P. Peleo	-	Member, Secretariat
Mr. Romar Palovino	-	IT Staff
Ms. Cherryl Walican	-	MISD, End-user
Mr. Dennis Arevalo	-	MISD, End-user
Mr. Emerson P. Salas	-	ADMS, End-user
Ms. Maribeth Ocena	-	ADMS, End-user
Ms. Marissa Tabirao	-	CRAD, End-user
Ms. Ruth Anne David	-	StratPlan, End-user
Ms. Carla Manongsong	-	StratPlan, End-user

Bidders:

Please see attached copy of attendance list

Observer:

Ms. Mary Jean Velasco - IAS, CAAP

1. Call to Order

Having a quorum, the BAC Chairperson, Atty. Joseph Ray P. Gumabon, called the meeting to order at 10:01 AM.

2. Pre bid conference for the Consultancy Service for the Conduct of Detailed Engineering Design of the Proposed Tacloban Airport Development Project – Construction of Passenger Terminal Building (PTB) – Php 12,149,607.98 (ADMS) Bid No. 19-019-05

There were two (2) short-listed bidders who were present during the conference. They were TCGI and Urban Integrated Consultants, Inc. (UICI).

The following were queries from Engr. Christian G. Viray, EVP of UICI:

- a) As per SCC Section 52.1, the total ceiling amount did not specify any contingency amount. However, in Annex 1, the cost estimates provided a contingency amount of 5-8%. Please clarify as this will impact our financial offer since contingency amount is provisional in matter.

End-user/BAC Bravo: If questions cannot be answered today, it will be properly addressed afterwards, however, we follow the Bid documents. Any revisions or additional data to be added shall be included in the Bid Bulletin/s to supplement the issued Bid documents.

- b) In the submission of our Financial Proposal, is the Financial Format of Annex 1 to be followed? Annex 1 specified only a 5% VAT while other government project uses 12% VAT on remuneration. Please also review the Government Administration Code which is 3.5% of the TEPC.

End-user/BAC Bravo: We comply with the Bid documents. Any revisions or additional data to be added shall be included in the Bid Bulletin/s to supplement the issued Bid documents.

- c) Additional Geotechnical works need to be performed as per Annex 1, while conducted geotechnical works from previous studies will be provided through DOTr also to be used for the project. In order for us not to duplicate borings and other works, can you please provide previous data so we could budget accordingly how much more geotechnical works will be needed.

End-user/BAC Bravo: Additional data shall be supplied by the Bid Bulletin/s to be issued. These data shall come from the DOTr.

- d) Can you provide the site development plan and project boundaries including the proposed size and area of the location of the proposed PTB to enable us to appreciate the amount of topographic works and geotechnical works to be involved.

End-user/BAC Bravo: Additional data shall be supplied by the Bid Bulletin/s to be issued.

- e) We believe there will be no additional acquisition of land and that no parcellary surveys need to be conducted as these were not mentioned in the TOR.

End-user/BAC Bravo: The presumption is no additional area if not mentioned.

- f) The consultant is mandated by the TOR to follow guidelines in the design of STP and MRF. The TOR did not specify the need to conduct Environmental Studies and preparation of Environmental Impact Statement and application for securing of Environmental Compliance Certificate for the construction of the PTB. In this regard, we will not be including this in our scope as there is no budget allotted for this.

End-user/BAC Bravo: Not specified in the enumerated list/scope of the contract. Additional data shall be supplied by the Bid bulletin/s to be issued.

- g) As per SCC 53.4 it was mentioned that no reimbursement shall be made with respect to the project which contradicts to the statement in the TOR under Section 13 Approved Budget for the Contract stating "other incidental and administrative costs which shall be paid on a reimbursable basis." Our understanding is that this is going to be a Lump Sum fixed contract with milestone based billings.

End-user/BAC Bravo: Revisions or additional data to be added/revised shall be included in the Bid Bulletin/s to supplement the issued Bid documents.

- h) Is CAAP going to be the only approving entity for the final design plans?

End-user/BAC Bravo: CAAP and DOTr

- i) Are we required to conduct site inspection to be part of the submission of our Technical Proposal?

End-user/BAC Bravo: This is not required. However, if such will be called for and deemed necessary, it shall be done. Due diligence dictates that site inspection be done if not required.

- j) Is the STP and MRF going to be part of the design scope of the Consultant?

End-user/BAC Bravo: Yes, the STP and MRF shall be included.

- k) It was observed that no CCTV and small circuit design has been included in the TOR likewise no Electronics Engineer Key Staff was provided. In this regard, it is our understanding that this will not be part of our scope as not budget allotment has been provided.

End-user/BAC Bravo: This will be included and shall be made as an addition to the Bid Bulletin/s to be issued.

- August 29 at 10:00 AM, CATC was set as schedule for the submission and opening of bids. Bid bulletins shall be emailed to bidders for their information.

3. Pre bid conference for the Supply, Delivery and Installation and Commissioning of CAAP Document Management System – Php 5,200,000.00 (MISD) Bid No. 19-027-07 Bravo

- **Delivery/completion shall be 120 days. Bid opening shall be on August 29, 2019.**

Inquiries from bidders were as follows:

- a) What was meant by “24x7x2”

End-user/BAC Bravo: This was a typographical error. It was meant to be “24x7x2” and is referring to the feedback/onsite resolution of technical or any problem/s that will arise. 24 hours a day 7 days a week and within 2 hours of feedback, support and/or resolution.

- b) How many licensed users?

End-user/BAC Bravo: One application many/unlimited users. Roughly more than 300 users. Users who will be able to view, add and print may be 30-100. Administration will only be one – the Records Section. 1 Administrator, 1 Super user, 30 users who can upload and unlimited users for viewing only. Users for printing shall be subject for approval.

- c) What is your Operating system and server specs?

End-user/BAC Bravo: Existing is Microsoft platform.

- d) What are the details regarding the scanner?

End-user/BAC Bravo: The scanners should have a three (3) year warranty, to be utilized within Manila area only. Additional scanners shall be procured in another project.

- e) Schedule of requirements? 45 days upon receipt of notice to proceed?

End-user/BAC Bravo: Can be revised accordingly taking into consideration importation issues.

- f) Is perpetual licensing a requirement?

End-user/BAC Bravo: It is not a requirement but having it would best serve CAAP.

- g) Will there be extension of deadline?

End-user/BAC Bravo: No. The maximum end of timeline for the project shall be 120 days.

- h) What are the sizes of documents to be part of the project?

End-user/BAC Bravo: A4, A3, Legal sized documents would be part of the project however, blueprints or large sized documents shall be anticipated.

i) What are the details regarding the fields?

End-user/BAC Bravo: Fields should be customizable and the user/indexing should be more than 10 and searching should be google like.

j) Are documents printed or handwritten?

End-user/BAC Bravo: Limitations on this matter is ok.

k) Will there be a chance for a demo?

End-user/BAC Bravo: Upon determination after government standards of the lowest calculated and most responsive bid/s, there will be post qualification and an opportunity for a demo. Lowest bidder will be subject to demo presentation first and if disqualified, next lowest bidder shall have the opportunity for demo.

l) Workflow environment?

End-user/BAC Bravo: If there is, ok.

m) SEC name and purpose appearing on Corporate documents?

End-user/BAC Bravo: As long as in the purpose of the entity there is IT or the like, it is sufficient.

n) On the SLC?

End-user/BAC Bravo: If not yet in the TOR, an alternative may be made for the requirement of the SLC that: it might be either single contract or two contracts which amounts to 50% of the ABC (one contract amounts to at least 25%). Additional queries not answered shall be eventually clarified.

o) Records Management or Documents Management?

End-user/BAC Bravo: Regardless of the name, what controls is what is in the Bid documents. Only parameters shall be set for the retention of soft copies of documents.

p) Will there be retention and are videos for tagging only?

End-user/BAC Bravo: Whatever is in the TOR will be followed. For as long as videos can be retrieved, it is ok.

q) Gauge for ease of use?

End-user/BAC Bravo: Let the most non-IT person navigate and provide an easy interface and quick search.

r) Is a Legal Clearance issued by the Enforcement and Legal Service required?

End-user/BAC Bravo: Yes. The reason is that CAAP does not want to do business with entities who filed case/s against CAAP which is the procuring entity.

s) Training? Trainors?

End-user/BAC Bravo: All from CAAP Central Office.

t) Will integratable system/integration be required?

End-user/BAC Bravo: Yes for as long as there will be no additional expenses and will be in favor of CAAP.

u) Shall the winning bidder provide a 24/7 help desk?

End-user/BAC Bravo: Not necessarily for as long as it will be of support in providing the help/support needed.

- All other inquiries may be made in writing and answered 10 days before opening (August 19, 2019, 5PM – deadline for inquiries; Bid documents should have been purchased)

4. Adjournment for AM session

Having no more other matters to be discussed, the AM session of the meeting was concluded at 12:10PM.

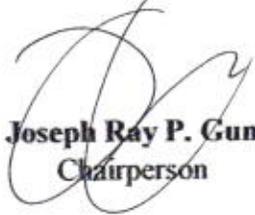
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