

**MINUTES OF THE PRE-BID CONFERENCE**  
**29 November 2019**  
**UNDP Conference Room, Cotabato, City**

**Contracting of Services of a General Contractor for Site Development Works of 8 JPST Stations**

*Location: Conference Room, UNDP Cotabato, City*  
*Date and Time: 29 November 2019; 1:30 PM*

The Pre-bid conference commenced at 1:30 PM with the introduction of participants by Robert Quilala from the UNDP.

***Program Flow, Clarifications and Agreements:***

<b>Project Background by Ms. Yumiko Kaneko</b>	<ul style="list-style-type: none"> <li>• To Support the Normalization process between PEACE Panel GPH and MILF</li> <li>• Funded by Japanese Government and Philippine Government</li> <li>• To support the project of 8 JPST Station</li> <li>• Site Dev is under SPAN NORM and Prefab is under JAPAN NORM</li> <li>• The Deadline for the Project Completion is on March 17, 2020</li> </ul>
<b>Presentation of Project Site/ Location by Engr. Marcelo Abing</b>	<ol style="list-style-type: none"> <li>1. Brgy. Libutan, Mamasapano, Maguindanao</li> <li>2. Brgy. Kitango Datu Saudi Ampatuan Maguindanao</li> <li>3. Brgy. Gadungan Talitay Maguindanao.</li> <li>4. Brgy. Bangoinged, Pikit N. Cotabato</li> <li>5. Brgy. Ganassi N. Upi Maguindanao</li> <li>6. Brgy. Bunawan, Columbio Sultan Kudarat.</li> <li>7. Brgy. Bubong Cadapaan, Balindong Lanao del Sur</li> <li>8. Brgy. Panggao Munai Lanao del Norte.</li> </ol>
<b>Presentation and Clarification by Mr. Robert Quilala</b>	
<b>1. Principles of Procurement</b>	<ul style="list-style-type: none"> <li>• Best Value for Money-</li> <li>• Fairness, Integrity and Transparency-</li> <li>• Effective international competition-</li> </ul>
<b>2. Procurement Ethics</b>	<ul style="list-style-type: none"> <li>• No procurement staff is allowed to solicit or accept, any gratuity, favor, entertainment or any promise of future employment from anyone who is seeking to obtain UNDP business.</li> <li>• Staff should no financial interest in one or more supplier responding to a UNDP solicitation. Those who do should be prohibited from any involvement in the procurement team.</li> <li>• Staff involved in procurement are required to financially disclose their asset and liabilities in</li> </ul>

	<p>yearly basis, focusing on financial interest in entities that may do business with the UN.</p> <ul style="list-style-type: none"> <li>• No suppliers access to information on a particular the acquisition before such information is available to the business community at large</li> <li>• No using of unnecessary restrictive specifications or statement of works that may discourage competition.</li> <li>• During the bid review itself, there will be no additional criteria.</li> <li>• Deliberations on the strength and weaknesses of the offer must be documented and treated with confidentiality.</li> <li>• UNDP procurement will debrief all the vendors who have not qualify after the award of the contract.</li> <li>• Reference should be made to UN Counter-Terrorism Committee for a list of terrorist and terrorist financiers (1267 Committee)</li> </ul>
<b>3. Evaluation Methodologies</b>	<ul style="list-style-type: none"> <li>• Three (3) Phases of the evaluation process, pre-qualification assessment, technical evaluation and financial evaluation.</li> <li>• Bidders who did not pass the pre-qualification assessment will be not endorsed to the next stage of the evaluation process and bidders did not pass the technical evaluation will not proceed to the financial evaluation.</li> <li>• Lowest Priced Technically Responsive Offer- the award goes to the lowest priced offer among those that have been found to be technically responsive to the requirement (can be used for RFQ, ITB, RFP)</li> </ul>
<b>4. Payment terms for Site Development</b>	<ul style="list-style-type: none"> <li>• Mode of payment for Site Dev. is 4 payment tranches</li> <li>• 1<sup>st</sup> payment – 20% of contract value - Mobilization</li> <li>• 2<sup>nd</sup> payment – 25% upon reaching 45% of project completion</li> <li>• 3<sup>rd</sup> payment – 35% upon reaching 80% of project completion</li> <li>• 4<sup>th</sup> payment – 20% upon reaching 100% completion</li> </ul>
<b>5. Submission of Bids and requirements (Site Dev)</b>	<ul style="list-style-type: none"> <li>• Submit it to <a href="mailto:bids.ph@undp.org">bids.ph@undp.org</a> The requirements are;</li> </ul> <p>-PCAB License          -Supply the list of Major Capital Equipment          -Implementation Schedule or S-curved/ Gantt Chart          -List of works to sub contracted only if applicable if not, kindly disregard.</p>

	<ul style="list-style-type: none"> <li>- Supply CV of Team Leader and Key personnel will be involve in the project</li> <li>-The Audited Financial Statements for the past 2 years only</li> <li>-Annex 2 (Suppliers Quotation) provided in the RFQ</li> <li>-Annex 5 (Documents establishing Eligibility of Qualification)</li> <li>-List of all past project that are similar to UNDP project and on-going projects, indicating the name of the client, contracts descriptions, forms are provided in the RFQ.</li> </ul>
6. Site Dev Project new group/clustering	<ul style="list-style-type: none"> <li>• Regroup 8 sites into 3 Lots</li> <li>• Submission for tendering of bids must be per lot otherwise it is Technically <b>NON- COMPLIANCE</b></li> <li>• For <b>LOT 1</b>. Brgy. Libutan, Mamasapano, Maguindanao Brgy. Kitango Datu Saudi Ampatuan Maguindanao, Brgy. Gadungan Talitay Maguindanao.</li> <li>• For <b>LOT 2</b>. Brgy. Bangoinged, Pikit N. Cotabato, Brgy. Ganassi N. Upi Maguindanao, Brgy. Bunawan, Columbio Sultan Kudarat.</li> <li>• For <b>LOT 3</b>. Brgy. Bubong Cadapaan, Balindong Lanao del Sur &amp; Brgy. Panggao Munai Lanao del Norte.</li> <li>• Bidders must submit all sites per LOT/ or cluster otherwise, Bidders are Technically Non-compliance. UNDP Will upload the revised BoQ per LOT.</li> </ul>
7. Dead line in submission for Site Dev and Prefab	<ul style="list-style-type: none"> <li>• For Site Development December 4, 2019</li> <li>• Please check regularly bid bulletin for updates</li> </ul>
8. Basis for award	<ul style="list-style-type: none"> <li>• UNDP shall award the contract to the qualified and eligible bidder found to be responsive to the requirements of the Schedule of Requirements and Technical Specifications and has offered the lowest price.</li> <li>• There's a possibility to award in only one eligible bidder/contractor found to be responsive to the requirements if there are no interested bidder in other LOT.</li> </ul>
<b>Queries from Bidders</b>	<b>Answer from UNDP</b>
9. Does UNDP allow the Variation Order?	Negative variation is not allowed.
10. Does the procurement team allow Separate Bids for LOT in Site Dev Works?	It is not allowed as decided by the procurement team. Bidders must Submit all sites per LOT otherwise Bidders will be declared Technically Non-compliant
11. Does UNDP allow bidder/contractor to proposed other option, say for example the source of water from deep well to spring source?	No, it is not allowed. All the sites have been validated.
12. Payment mode in LOT/new grouping?	Payment is not clustered, it will depend on the accomplishment per site. The contract is per Lot, but the

	payment can be requested by the winning vendor per accomplishment per site.
13. Does UNDP have a ceiling for cost?	There is no ceiling cost. Procurement team are not authorized to divulge the budget, UNDP has a separate procurement and does not follow the government procurement RA 9184.
14. Is clarification still allowed after the pre bid conference?	Yes, you can email directly to procurement.ph@undp.org. Technical questions just be forwarded to the UNDP Engineers. Answers to the queries/clarifications of the contractor will be answered thru bid bulletin so that every bidder has access to whatever queries and clarifications. Bidders are not allowed to ask directly to the UNDP Engineers.
<b>Participants</b>	
Name	Contact Details
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*UNDP reminded the bidders to thoroughly review the bid documents and submit all required documents and forms. Email submissions must have a maximum file size of 4MB per transmission and sent to [bids.ph@undp.org](mailto:bids.ph@undp.org). All queries must be sent to [procurement.ph@undp.org](mailto:procurement.ph@undp.org).*

Prepared by:

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