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**Republic of the Philippines**  
**National Academy of Science and Technology**  
**3<sup>rd</sup> Level Science Heritage Building, DOST Compound**  
**Bicutan Taguig City**  
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**Minutes of NAST Bids and Awards Committee Pre Bid Conference**  
**March 2, 2016; 09:00 am; NAST Conference Room A**

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**PRESENT**

**NAST Bids and Awards Committee (NAST BAC)**

- |                              |   |        |
|------------------------------|---|--------|
| 1. Ms. Guada B. Ramos-Dimaya | - | Chair  |
| 2. Ms. Rosemarie S. Espino   | - | Member |
| 3. Ms. Reihvelle A. Perez    | - | Member |
| 4. Ms. Rowena V. Briones     | - | Member |
| 5. Ms. Charyl C. Apuyan      | - | Member |

**OTHERS PRESENT:**

1. Ms. Alicia M. Barba, COA
  2. Mr. Raymundo H. Habal, SRS II, PCIEERD – Resident Engineer
  3. Ms. Chona S. Santos, BAC Secretariat
  4. Mr. Morris E. Dasalla, Project Assistant III
  5. Ms. Liezl R. Petalio, Clerk II- Salinlahi Project
- 

1. Call to Order

Ms. Guada B. Ramos-Dimaya, Information Officer V and Chair, called to order the pre-bid conference for the project “Retiling of NAST-PSHC Lobby at 9:45 am.

2. Ms. Ramos-Dimaya introduced the members of the BAC and acknowledged the presence of Ms. Alicia M. Barba from the Commission on Audit assigned to NAST; Engr. Raymundo H. Habal of PCIEERD as NAST invited resident engineer; and Ms. Marilou R. Quiroz, prospective bidder from MZR Builders.

3. The following were emphasized for the bidding of the above project:

- a. The source of funding is the FY 2015 General Appropriations Act-Continuing Appropriation and DOST Grants-in-Aid project funds;
- b. The Approved Budget for the Contract (ABC) is ₱668,438.00;
- c. The completion period is Forty Five (45) calendar days from the effectivity of the contract;

- 51 d. The deadline for the submission of bids is on March 15, 2016 at 9:00  
52 A.M. The reference for time is the biometrics time recorder at the  
53 NAST lobby. Late bids will not be accepted;  
54
- 55 e. The opening of bids will be on March 15, 2016 at 9:30 A.M. at the  
56 NAST Conference Room. Representatives of the bidders are  
57 encouraged to attend;  
58
- 59 f. All bids should be valid for 120 calendar days;  
60
- 61 g. In the submission of bids, the two-envelop system will be followed.  
62 The bidders are reminded to strictly follow the sealing and marking of  
63 bids. The list of documents to be submitted is on pages 15 to 18 of the  
64 Bid Documents.  
65
- 66 h. For those submitting a Surety Bond as a form of bid security, it should  
67 be valid for 120 calendar days, callable on demand and the official  
68 receipt must be attached;  
69
- 70 i. The bidders have until March 4, 2016 to submit written queries;  
71
- 72 j. The bidders were reminded to familiarize themselves with the  
73 provisions of R.A. 9184 (the Government Procurement Reform Act)  
74 and its Implementing Rules and Regulations (IRR);  
75
- 76 k. The following are the corrections in the Bid Documents:  
77
- 78 i. Page 68, item no. 1.27 – The start date is seven (7) days after  
79 the receipt of Notice to Proceed, not March 28, 2016;  
80
- 81 ii. Page 69, item no. 31.1 – The contractor shall submit the  
82 Program of Works to the Procuring Entity’s Representative  
83 within seven (7) days after receipt of Notice to Proceed, not  
84 five (5) days of delivery of the Letter of Acceptance; and  
85
- 86 iii. Page 69, item no. 31.3 – The amount to be withheld for late  
87 submission of an updated Program of Work is 10% of billed  
88 amount of Progress Billing.  
89

90 4. Highlights of the open forum during the pre-bid conference:  
91

- 92 1. *Are you accepting a Bid Securing Declaration Form? The Bid Securing*  
93 *Declaration Form was not included in the Bid Document.*  
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95 Answer: Yes, NAST will accept as form of bid security the Bid Securing  
96 Declaration. The inclusion of this form of bid security will be included in  
97 the Bid Bulletin to be issued by NAST.  
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2. *The drawings provided did not specify the location of existing pipes and drains. The contractor will have no guide on the location of existing pipes.*

Answer: Since the tiles will be removed, the contractor will know the location of existing storm drain pipes. The location of these pipes will be maintained.

3. *The intention to replace the tiles and change its leveling from the entrance of the PSHC towards the stairs does not guarantee that the problem on the pooling of water will be solved.*

Answer: It was determined that the problem on pooling of water was due to wrong leveling of existing lobby floor towards the center. The correct leveling of lobby floor from the entrance of the Center toward the stairs will solve the problem. Moreover, the maintenance of existing storm drain pipes will be another measure to ensure that the problem is solved.

4. *Is there a problem in the drainage such as clogging and leaking?*

Answer: None

5. *Do you have requirements for the tiles? What color do you prefer?*

Answer: The tiles should be non-skid. The contractor will have to present sample of tiles and color scheme for approval by NAST.

6. *Do we need to follow the format on the Key Personnel to be assigned to the project?*

Answer: Yes

7. *Only the Bid Form is included in the Financial Envelope?*

Answer: The Financial Envelope must include the Bid Form and the detailed Bill of Quantities.

8. *Is there a possibility to adjust the deadline for the submission of bid/proposal?*

Answer: The deadline for the submission of bids is moved from 9:00 AM to 10:00 AM of March 15, 2016. Consequently, the opening of bids is moved from 9:30 AM to 10:30 AM on the same date.


5. Ms. Ramos-Dimaya announced that the NAST will issue a Bid Bulletin on all the changes and specifications based on the queries.

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6. The meeting was adjourned at around 10:20 am.

Prepared by:

  
**MORRIS E. DASALLA**  
Project Assistant III

  
**CHONA S. SANTOS**  
Administrative Officer V  
BAC Secretariat

Approved:

  
**GUADA B. RAMOS-DIMAYA**  
Chair, NAST BAC