



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1105

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING FOR
THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING
OF FOUR (4) UNITS BRAND NEW ELEVATORS OF THE OFFICE OF THE
OMBUDSMAN MAIN BUILDING
(SBAC-PB 2019-01)**

**APPROVED BUDGET FOR THE CONTRACT:
TWELVE MILLION PESOS (PHP12,000,000.00)
22 November 2019, Hearing Room, 10:00 A.M**

The Pre-Bid Conference started at 10:32 a.m. with an invocation and an introduction of the following parties in attendance by Ms. Joan DC. Escalada of the SBAC Secretariat, to wit:

The Special Bids and Awards Committee:

ATTY. REX REYNALDO C. SANDOVAL	- Representative of SBAC Chairperson SP JEGS
AO MARILOU B. ANCHETA-MEJICA	- Vice-Chairperson
AO MARIBETH T. PADIOS	- Member
AO WEOMARK RYAN G. LAYSON	- Member
DIR. MARY RAWNSLE V. LOPEZ	- Member

The Technical Working Group:

ATTY. ROSANO A. OLIVA	- Chairperson
MR. GLENN B. BARCENAS	- Vice-Chairperson
MS. JOSEPHINE S. VARGAS	- Member
MR. DONNOVAN T. BAUTISTA	- Member
ENGR. GERSON A. PASCUA	- Member

SBAC Secretariat:

DIR. NELLIE P. BOGUEN-GOLEZ	- Head
MR. LUIS B. DE CASTRO	- Member
MS. JOAN DC. ESCALADA	- Member

Witnesses/Observers:

ATTY. EMILYN CRISTINA M. CASTILLO	- OMB-Proper Representative
MR. NOLASCO B. DUCAY	- OMBEA Representative
MS. MA. KATHLEIN C. VILA	- COA Representative

Ms. Escalada likewise announced the presence of one (1) prospective bidder, THE LIFT COMPANY PHILS. INC., represented by Ms. Cristina Ocampo.

Dir. Nellie P. Boguen-Golez, Head of the SBAC Secretariat, reported the following activities undertaken by the SBAC relative to this Office's compliance with Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations:

- 1) A Pre-Procurement Conference was conducted on 23 September 2019.
- 2) The Invitation to Bid was issued on 14 November 2019. It was continuously posted from 15 November 2019 on the BAC Bulletin Board; the PhilGEPS and the website of the Office of the Ombudsman. It was also advertised in a newspaper of general nationwide circulation, particularly the Manila Times, in its 15 November 2019 issue. The bidding documents were likewise uploaded in the PhilGEPS and the website of the Office of the Ombudsman also on 15 November 2019.
- 3) Letters of Invitation dated 7 November 2019 for the Pre-Bid Conference, Opening of Bids, Bid Evaluation and Post-Qualification were sent to and duly received on November 15, 2019 by the following Witnesses and Observers:
 - a. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)
 - b. Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry)
 - c. Mr. Ibarra G. Paulino (Executive Manager, Philippine Constructors' Association, Inc.)
 - d. Mr. Romeo S. Momo (President, Philippine Institute of Civil Engineers, Inc.)
 - e. Mr. Joey I. Bernandino (State Auditor IV, Audit Team Leader, COA)
 - f. Mr. Nolasco B. Ducay (President, OMBEA)
- 4) Supplemental/Bid Bulletin No. 1 was issued on 19 November 2019 relative to the postponement of the deadline of submission and opening of bids from 9 December 2019 to 12 December 2019. It was posted in the PhilGEPS and the website of the Office of the Ombudsman on 19 November 2019.
- 5) Letters dated November 18, 2019 informing the Witnesses and Observers of the revised schedule of the deadline of submission and opening of bids were sent to and duly received by their respective offices.

With the presence of the Vice-Chairperson and three (3) Members of the Special Bids and Awards Committee and the five (5) Members of the Technical Working Group (TWG) with the Chairperson in attendance, the existence of a quorum to transact business was manifested by Dir. Golez.

The Pre-Bid Conference was called to order by AO Marilou B. Ancheta-Mejica, SBAC Vice-Chairperson. She then turned over the discussion to the TWG.

Atty. Rosano A. Oliva, TWG Chairperson, proceeded with the presentation of the Invitation to Bid.

Mr. Glenn B. Barcenas, TWG Vice-Chairperson, discussed the Eligibility requirements (Checklist of Documents), Post-Qualification documents and technical specifications [Letter of Conformity to the Technical Specifications (Section VI) and Drawings (Section VII), Project Requirements and financial component (Ombudsman Bid Form Nos. 2A - Bid Form (Financial Proposal), 2B - Bill of Quantities Form (BOQ), 2C - Detailed Unit Price Analysis (DUPA) & 2D - Schedule of Payment].

AO Marilou B. Ancheta-Mejica, SBAC Vice-Chairperson asked the representative of the prospective bidder if she has questions on the presentation.

The following were the issues / questions raised and the corresponding reply / comments of the SBAC and TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
<p>ELIGIBILITY REQUIREMENTS</p>	<p>THE LIFT COMPANY PHILS. INC.: Your office requires a 5-year minimum work experience for key personnel such as Structural and Electrical Engineers. Since the corporation is only an Elevator Contractor and not a General Contractor, it does not usually do civil works so it does not hire a Structural Engineer and even Project Manager/Engineer. What the corporation has is a Professional Mechanical Engineer.</p>	<p>TWG (Engr. Pascua): We need a Structural Engineer to make sure that the elevator which will be supplied by the winning bidder is compatible with the present condition of the building. I think the Electrical and Mechanical Engineers are not trained on that field.</p>
	<p>THE LIFT COMPANY PHILS. INC.: Since the elevators will be installed in an existing building, we will adopt to its load capacity or to whatever is required.</p> <p>I think your existing elevator is Otis – an old model. Nowadays, we have the inverter type which has a more compact motor. Probably, we will supply the same load capacity.</p> <p>When you say you are requiring the same load capacity then we will supply what is required.</p> <p>Actually, as Elevator Contractor we don't design the structure that is why we do not have a Structural Engineer.</p>	<p>TWG (Engr. Pascua): Correct but we cannot be sure if the replacement will have the same weight, dimension and capacity.</p> <p>Yes, but we are not talking about the motor, what we are referring to is the elevator car.</p> <p>Yes, the load capacity is the same. But how about the total weight of the mechanical part of the elevator?</p>
	<p>SBAC (Dir. Lopez): Ma'am, based on your experience in the past, you've never had the need to get a Structural Engineer? Even in government projects?</p> <p>By the way, we will take note of your advice/observations and we will deliberate it together with our</p>	<p>THE LIFT COMPANY PHILS. INC.: We contracted for the modernization of the elevators of the Bangko Sentral ng Pilipinas and we did not have a Structural Engineer for the project. The same is true with our elevator project with the Department of Foreign Affairs and with our</p>

	technical working group.	other private contracts. The Bangko Sentral ng Pilipinas is currently bidding the replacement of its elevators and it requires a Professional Mechanical Engineer but not a Structural Engineer.
TECHNICAL PROPOSALS	THE LIFT COMPANY PHILS. INC.: On the Terms of Reference, particularly on Phases of Work : The project has Phases I to IV. Is it okay to have a one (1) time delivery of the four elevators and have a schedule for the installation and dismantling?	TWG (Engr. Pascua): Yes, you can have a one (1) time delivery for all the four (4) elevators and have a schedule for the dismantling and installation.
	TWG (Engr. Pascua): On the two (2) brand new passenger elevators with 1000kg capacity, particularly on the Item No. 14 Car Clear Inside (Bare) – 1600mm (w) x 1400mm (d) x 2300mm (h), is the size for the dimension of the car right for the load capacity of 1000kg.	THE LIFT COMPANY PHILS. INC.: Under the technical specifications for the project, if you require 1000kg the car inside should be 1600 x 1400, so the capacity will depend on the area. But I will still re-evaluate and check the bidding documents.
	THE LIFT COMPANY PHILS. INC.: For the Warranty period - eighteen (18) months warranty for elevator spare parts and three (3) years warranty for product services. Is it from the date of acceptance? And for the three (3) years warranty for product services, is it for free service? Because there is a difference between the warranty for product and for the free service. The standard for the warranty of elevator is whatever the warranty for the equipment is the warranty for services. And usually for a period of one year but we are amenable to 18 months warranty.	TWG (Mr. Barcenas): Yes, the warranty period for the spare parts and product services is from the date of acceptance. Also, for the clarification on the for the warranty, the TWG will take note of the observation.

<p>TECHNICAL PROPOSALS</p>	<p>THE LIFT COMPANY PHILS. INC.: Regarding the finishes such as jambs and seal or the “<i>hambang pinto</i>”, there will be dismantling and during restoration, we usually encounter difficulty in finding the same type/color of material especially if the building has been in existence for several years. What if we do not find the same materials?</p>	<p>TWG (Engr. Pascua): Restoration should be the same as the original but if the materials are no longer available, it should be as close to the material/color in the original.</p>
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AO Marilou B. Ancheta-Mejica, stated that any amendments and changes in the technical specifications/bidding documents will be covered by a corresponding Supplemental/Bid Bulletin. She also reminded the prospective bidder that all questions after the Pre-Bid Conference should be done in writing and coursed through the SBAC Secretariat.

The SBAC Secretariat then showed a short video / presentation on how the bidder should prepare its bid.


There being no further queries, the Pre-Bid Conference for the Public Bidding for the Supply, Delivery, Installation, Testing and Commissioning of Four (4) units Brand New Elevators of the Office of the Ombudsman for the Main Building (SBAC-PB 2019-01) was adjourned at 12:17 p.m.

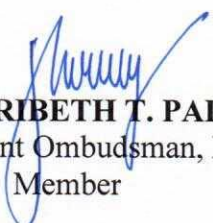
Prepared and attested by:


NELLIE P. BOGUEN-GOLEZ
 Head, SBAC Secretariat


SPECIAL BIDS AND AWARDS COMMITTEE

MARY RAWNSLE V. LOPEZ
 Acting Director, PIMRB
 Member


WEOMARK RYAN G. LAYSON
 Assistant Ombudsman, FMIO
 Member


MARIBETH T. PADIOS
 Assistant Ombudsman, PIEMS
 Member


MARILOU B. ANCHETA-MEJICA
 Assistant Ombudsman, PAMO II
 Vice-Chairperson


EDILBERTO G. SANDOVAL
 Special Prosecutor, OSP/
 Acting Overall Deputy Ombudsman/
 Chairperson