

Republic of the Philippines  
PROVINCE OF CAMARINES NORTE

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON AUGUST 4, 2020, 2:00 P.M. AT THE BAC OFFICE CONFERENCE ROOM, 2<sup>nd</sup> FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.**

**PRESENT:**

|                                 |  |
|---------------------------------|--|
| MS. MERCEDES M. ALFUERTE, CPA   | - Provincial Budget Officer/BAC Vice Chairperson     |
| ENGR. EDEN F. BORJA, DPM        | - Provincial General Services Officer/BAC Member     |
| ENGR. LEOPOLDO P. BADIOLA       | - Provincial Env. & Nat. Res. Officer/BAC Member     |
| DR. ARNEL E. FRANCISCO          | - Acting PHO II/BAC Provisional Member               |
| ENGR. ALMIRANTE A. ABAD         | - Provincial Agriculturist/Head, BAC Secretariat     |
| MS. MA. CRISTINA Z. AREVALO     | - Supervising Admin. Officer/Member, BAC Secretariat |
| MS. AMYLYN R. DY                | - Supervising Admin. Officer/Member, BAC Secretariat |
| MS. MARIE FRANCIS L. CRISOSTOMO | - Admin. Officer V/Member, BAC Secretariat           |
| MS. NANCY U. HERNANDEZ          | - Admin. Officer V/Member, BAC Secretariat           |
| MS. GINA B. RACELIS             | - Admin. Officer III/Member, BAC Secretariat         |
| MS. SIMONETTE S. PANGO          | - Admin. Aide VI/Member, BAC Secretariat             |
| MR. EDGAR Y. RAMOS              | - Utility Worker I/Member, BAC Secretariat           |
| ENGR. SAHLEE T. YANTO           | - Engineer IV/Head, BAC TWG                          |
| MR. JOHN ALMAN N. BALON         | - Supervising Admin. Officer/Member, BAC TWG         |
| ENGR. KING ELISER PAPANGO       | - Project Evaluation Officer IV/Member, BAC TWG      |
| MS. DONNA A. GUEVARRA           | - Environmental Mgt. Specialist II/ Member, BAC TWG  |
| MS. AIZA P. NAPOLES             | - Admin. Officer III/Member, BAC TWG                 |
| MS. JOY LOURICE T. RODERNO      | - Admin. Asst. II/Member, BAC TWG                    |

**OTHERS PRESENT:**

|                            |                        |
|----------------------------|------------------------|
| ENGR. LARA MAE P. BAPTISMA | - Representative, DILG |
| ENGR. SAMANTHA O. IBASCO   | - Representative, DILG |

**ABSENT:**

|                             |  |
|-----------------------------|--|
| ATTY. DON H. CULVERA        | - Provincial Legal Officer/BAC Chairperson           |
| ENGR. JOHN MARVIL S. TOBIAS | - Provincial Engineer/BAC Member                     |
| MS. MAGDALENA B. TOLEDANA   | - PHRMO/Member, BAC Secretariat                      |
| MS. DOLORES V. LOARES       | - Supervising Admin. Officer/Member, BAC Secretariat |
| MS. JOANNE E. SERRANO       | - Private Secretary II/Member, BAC Secretariat       |
| MS. VIRGINIA B. PELLEJA     | - Process Server/Member, BAC Secretariat             |
| ENGR. MARK WILSON M. TORRES | - Engineer III/Member, BAC TWG                       |
| MR. GINO VILLAFRANCA        | - Admin. Asst. II/Member, BAC TWG                    |

**PROCEEDINGS OF THE MEETING**

The meeting was called to order at 2:00 P.M.

Ms. Mercedes M. Alfuerte, Vice Chairperson of the Bids and Awards Committee presided the meeting. The Secretariat recorded the minutes thereof.

Engr. Almirante A. Abad, Head, BAC Secretariat made the roll call and informed the Vice Chairperson that three (3) out of Five (5) Members of the Bids and Awards Committee were

present plus Dr. Arnel E. Francisco, Acting PHO II/Provisional Member, hence, there was a quorum.

**Item No. 7. Business of the Day**

**a. Pre-bid Conference for the following:**

***a.1 PR No. 20061132 – Supply and Delivery of Police, Military & Security Equipment for CNPJ Security Supplies Use***

Ms. Mercedes M. Alfuerte inquired if there were prospective bidder/s for the aforesaid Purchase Request and there was none. Nonetheless, Ms. Alfuerte requested Ms. Joy Lourice T. Roderno, Member, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Purchase Request.

Ms. Roderno clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for PR No. 20061132 – Supply and Delivery of Police, Military & Security Equipment for CNPJ Security Supplies Use, viz:

1. The Provincial Government of Camarines Norte through the General Fund-Capital Outlay CY 2020 intends to apply the sum of One Million Five Hundred Thousand Pesos (P 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20061132 – Supply and Delivery of Police, Military & Security Equipment for CNPJ Security Supplies Use.
2. Bid received in excess of the ABC shall be automatically rejected at bid opening.
3. Delivery of Goods is required upon receipt of Purchase Order/Notice to Proceed.
4. Bidders should have completed, within 5 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
5. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
6. Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
7. Interested bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
8. A complete set of Bidding Documents may be acquired by interested bidders on July 24 – August 18, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

9. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before August 18, 2020, 1:30 p.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
10. Bid opening shall be on August 18, 2020, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte. Bids will be opened in the presence of the bidder's representatives who choose to attend. Late bids shall not be accepted.

Ms. Roderno also discussed the eligibility requirements, the technical and financial components of the contract to be bid such as:

1. Eligibility Requirements and Technical Documents:
  - DTI/SEC/CDA Registration
  - Mayor's permit from principal place of business
  - Statement of all ongoing and completed contracts/projects including awarded but not yet started (supported by documents, such as notice of award, contract, notice to proceed and Certificate of Acceptance and Completion)
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
  - Audited Financial Statement stamped "received" by the BIR
  - NFCC Computation at least equal to ABC or Credit Line Commitment from a universal or commercial bank (10% of ABC)
  - Valid Joint Venture Agreement (JVA) in the case joint venture is already existing. In the absence of JVA duly notarized statements from all potential joint venture partners that they will enter into and abide by the provision of the JVA (if applicable)
  - PhilGEPS Registration Certificate
2. Bid Security
3. Technical Specifications
4. Omnibus Sworn Statement
5. Other documents

Ms. Roderno further informed the body that the Bidding Documents is already uploaded in the PhilGEPS and can be downloaded by the interested bidders.

Ms. Mercedes M. Alfuerde asked who is in-charge of the license/permit of the said equipment to which Ms. Roderno replied that the supplier.

### ***a.2 Construction/Expansion of Camarines Norte Provincial Hospital Building, Bagasbas Road, Daet, Camarines Norte***

Ms. Mercedes M. Alfuerde inquired if there were prospective bidder/s for the aforesaid Infrastructure Project and there was none. Nonetheless, Ms. Alfuerde requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the Construction/Expansion of Camarines Norte Provincial Hospital Building, Bagasbas Road, Daet, Camarines Norte, to wit:

1. The Provincial Government of Camarines Norte through the DBP Loan intends to apply the sum of One Hundred Forty Nine Million Nine Hundred Sixty Two Thousand Four Hundred Forty Pesos (P 149,962,440.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Construction/Expansion of Camarines Norte Provincial Hospital Building, Bagasbas Road, Daet, Camarines Norte (Construction of three (3) storey CNPH building (2,789.91 sq.m.); construction of one (1) unit Generator set housing and construction of two (2) Units cistern tank). Completion of works is required for 450CD.
2. Bid received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidders must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. Provided, however, that contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of the Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB. The description of an eligible bidder will be determined in the Bidding Documents, specifically, in Section II. Instruction to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
5. Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. Interested bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
7. A complete set of Bidding Documents may be acquired by interested bidders on July 24 – August 18, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (P50,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before August 18, 2020, 1:30 p.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.

9. Bid opening shall be on August 18, 2020, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte. Bids will be opened in the presence of the bidder's representatives who choose to attend. Late bids shall not be accepted.

Engr. Yanto also discussed the same eligibility requirements, the technical and financial components of the contract to be bid. She further informed the body that the Bidding Documents is already uploaded in the PhilGEPS and can be downloaded by interested bidders. The PCAB License of the prospective bidders must be valid and the Category must be in compliance with PCAB Board Res. No. 201 series of 2017.

Ms. Mercedes M. Alfuerte asked Dr. Arnel E. Francisco if he is informed of the requirements of DBP stated in the MOA and the latter positively replied. Ms. Alfuerte further advise Dr. Francisco to kindly attend to the said requirements. Dr. Francisco informed the body that the Plan was already submitted to Department of Health, Manila for review/approval.

Ms. Alfuerte asked how long will it take at DOH Manila and Dr. Francisco replied 7-8 days.

Engr. Sahlee T. Yanto also informed the body that the Provincial Engineer's Office has already coordinated with Daet Municipal Engineer's Office for the Demolition Permit as well as the Building Permit and forms were given to be accomplished/submitted.

Engr. Eden F. Borja suggested to follow up the request for COA Technical Team to inspect the building so that they can issue the Technical Report for the demolition of the building.

### ***a.3 Rehabilitation of Solar Streetlights, Cory Aquino Boulevard, Camarines Norte***

Ms. Mercedes M. Alfuerte inquired if there were prospective bidder/s for the aforesaid Infrastructure Project and there was none. Nonetheless, Ms. Alfuerte requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the Rehabilitation of Solar Streetlights, Cory Aquino Boulevard, Camarines Norte, to wit:

1. The Provincial Government of Camarines Norte through the General Fund CY 2020 intends to apply the sum of Four Million Eight Hundred Sixty One Thousand Five Hundred Ninety Seven Pesos (P 4,861,597.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Rehabilitation of Solar Streetlights, Cory Aquino Boulevard, Camarines Norte (Rehabilitation of 75 nos. Solar Streetlights). Completion of works is required for 75CD.
2. Bid received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidders must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. Provided, however, that contractors under Small A and Small B categories without similar experience on the

contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of the Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB. The description of an eligible bidder will be determined in the Bidding Documents, specifically, in Section II. Instruction to Bidders.

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
5. Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. Interested bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
7. A complete set of Bidding Documents may be acquired by interested bidders on July 24 – August 18, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before August 18, 2020, 1:30 p.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
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Engr. Yanto also discussed the same eligibility requirements, the technical and financial components of the contract to be bid. She further informed the Committee that the Bidding Documents is already uploaded in the PhilGEPS and can be downloaded by interested bidders.

#### ***a.4 Road Upgrading of Cadawingan-Guinatungan Road, Brgy. Guinatungan and Brgy. Plaridel, Basud, Camarines Norte***

Ms. Mercedes M. Alfuerie inquired if there were prospective bidder/s for the aforesaid Infrastructure Project and there was none. Nonetheless, Ms. Alfuerie requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the Road Upgrading of Cadawingan-Guinatungan Road, Brgy. Guinatungan and Brgy. Plaridel, Basud, Camarines Norte, to wit:

1. The Provincial Government of Camarines Norte through the CMGP CY 2020 intends to apply the sum of One Hundred Sixteen Million Eight Hundred Thirty Five Thousand Two Hundred Forty Pesos (P 116,835,240.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Road Upgrading of Cadawingan-Guinatungan Road, Brgy. Guinatungan and Brgy. Plaridel, Basud, Camarines Norte (Road Opening/Road Upgrading of PCCP Length (lm): FL 2,591.70, PCCP Width (m): FL 6.10, PCCP Thickness (m): 0.23, Shoulder Width (m): 1.00, 3 Barrel RCBC, 4.0m H x 5.0m L x 9.0m Wide (unit): 1.00). Completion of works is required for 191CD.
2. Bids in excess of the ABC shall be automatically rejected at bid opening.
3. Bidders must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. Provided, however, that contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of the Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB. The description of an eligible bidder will be determined in the Bidding Documents, specifically, in Section II. Instruction to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
5. Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. Interested bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
7. A complete set of Bidding Documents may be acquired by interested bidders on July 24 – August 18, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (P50,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before August 18, 2020, 1:30 p.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
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Engr. Yanto also discussed the same eligibility requirements, the technical and financial components of the contract to be bid. She further informed the body that the Bidding Documents is already uploaded in the PhilGEPS and can be downloaded by interested bidders. The PCAB License of the prospective bidders must be valid and the Category must be in compliance with PCAB Board Res. No. 201 series of 2017.

There being no other matters to be discussed the meeting was adjourned at 2:45 p.m.


I hereby certify to the correctness of the foregoing:

  
**ENGR. ALMIRANTE A. ABAD**  
 Provincial Agriculturist/Head, BAC Secretariat

ATTESTED:

  
**DR. ARNEL E. FRANCISCO**  
 Acting PHO II/Provisional Member

**(absent)**  
**ENGR. JOHN MARVIL S. TOBIAS**  
 Provincial Engineer/BAC Member

  
**ENGR. LEOPOLDO P. BADIOLA**  
 Prov'l. Env. & Nat. Res. Officer/BAC Member

  
**ENGR. EDEN F. BORJA, DPM**  
 Prov'l. General Services Officer/BAC Member

  
**MERCEDES M. ALFUERTE, CPA**  
 Provincial Budget Officer/BAC Vice Chairperson

**(absent)**  
**ATTY. DON H. CULVERA**  
 Provincial Legal Officer/BAC Chairperson