

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON JANUARY 16, 2020, 2:00 P.M. AT THE BAC OFFICE CONFERENCE ROOM, 2<sup>nd</sup> FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.**

**PRESENT:**

ATTY. DON H. CULVERA	- Provincial Legal Officer/BAC Chairperson
MS. MERCEDES M. ALFUERTE, CPA	- Provincial Budget Officer/BAC Vice Chairperson
ENGR. EDEN F. BORJA, DPM	- Prov'l. General Services Officer/BAC Member
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
MS. AMYLYN R. DY	- SAO/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
MS. VIRGINIA B. PELLEJA	- Process Server/ Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
MR. JOHN ALMAN BALON	- SAO/Member, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer III/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

**OTHER PRESENT:**

MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club of Daet
MS. NYMPHA D. GUEMO	- SDS, DepEd
MR. NELSON R. GOMEZ	- DepEd

**PROSPECTIVE BIDDERS:**

MS. ROSALINDA E. VILLANUEVA	- Jocelle's Garden and Tourist Inn
MS. JOCELLE P. DACUDAO	- Jocelle's Garden and Tourist Inn
MS. ANDREA C. ROLL	- Liaison Officer, RARE Inc.
MS. MARIL FLORENDO	- Liaison Officer, RARE Inc.
MS. THELMA G. YEBRA	- Owner, Candist's Kitchen
MS. NICOLE D. YEBRA	- Candist's Kitchen
MR. RAMSES A. RUIDERA	- Paseo de Bienvenidas

**ABSENT:**

ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provincial Agriculturist/Head, BAC Secretariat
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/ Member, BAC Secretariat
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
ENGR. MARK WILSON M. TORRES	- Engineer III/Member, BAC TWG
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
MR. GINO VILLAFRANCA	- Admin. Assist. II/Member, BAC TWG

## **PROCEEDINGS OF THE MEETING**

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

Atty. Don H. Culvera, Chairperson of the Bids and Awards Committee presided the meeting while the Secretariat recorded the minutes thereof.

Ms. Marie Francis L. Crisostomo, Member, Secretariat made the roll call and informed the Chairperson that four (4) out of five (5) Members of the Bids and Awards Committee were present, hence, there was a quorum.

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

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

##### **a.1 PR No. 20010042 - Cost of Meals (Quartering of Athletes, Coaches, Trainers & Staff on February 4-14, 2020)**

Atty. Don H. Culvera inquired if there were prospective bidders for the aforesaid Purchase Request and several representatives from Jocelle's Garden and Tourist Inn, RARE Inc., Candist's Kitchen and Paseo Bienvenidas responded. He then requested Ms. Joy Lourice T. Roderno, Member TWG to clarify and explain the requirements, terms and conditions stipulated in the bidding documents. Likewise, to discuss the eligibility requirements and the technical and financial components of the Purchase Request subject for Pre-bid.

Ms. Joy Lourice T. Roderno, Member, TWG clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the aforementioned Purchase Request, to wit:

1. The Provincial Government of Camarines Norte through the SEF 2020 intends to apply the sum of Two Million Four Hundred Seventy One Thousand and Seven Hundred Pesos (P2,471,700.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20010042 - Supply and Delivery of Meals (749 pax x P 300.00 x 11 days).
2. Bids 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. 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.
4. Bidding will be conducted through open competitive bidding procedures using a 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 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.
6. A complete set of Bidding Documents may be acquired by interested bidders on January 8 – 28, 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 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 Bidding Documents not later than the submission of their bids.

7. Bids must be duly received by the BAC Secretariat at the address indicated in the ITB on or before January 28, 2020 at 9:30 a.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
8. Bid opening shall be on January 28, 2020 at 10:00 a.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 same 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

**a.2 PR No. 20010043 - Cost of Meals (Quartering of Athletes, Coaches, Trainers & Staff on February 15-25, 2020)**

Ms. Joy Lourice T. Roderno, Member, TWG clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the aforementioned Purchase Request, to wit:

1. The Provincial Government of Camarines Norte through the SEF 2020 intends to apply the sum of Two Million Four Hundred Seventy One Thousand and Seven Hundred Pesos (P2,471,700.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20010043 - Supply and Delivery of Meals (749 pax x P 300.00 x 11 days).
2. Bids 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. 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.

4. Bidding will be conducted through open competitive bidding procedures using a 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 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.
6. A complete set of Bidding Documents may be acquired by interested bidders on January 8 – 28, 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 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 Bidding Documents not later than the submission of their bids.
7. Bids must be duly received by the BAC Secretariat at the address indicated in the ITB on or before January 28, 2020 at 9:30 a.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
8. Bid opening shall be on January 28, 2020 at 10:00 a.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 same eligibility requirements, the technical and financial components of the contract to be bid.

**a.3 PR No. 20010044 - Cost of Meals (During Bicol Meet proper of Athletes, Coaches, Trainers & Staff on February 27-March 7, 2020)**

Ms. Joy Lourice T. Roderno, Member, TWG clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the aforementioned Purchase Request, to wit:

1. The Provincial Government of Camarines Norte through the SEF 2020 intends to apply the sum of Two Million Seven Hundred Sixteen Thousand and Eight Hundred Pesos (P2,716,800.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20010044 - Supply and Delivery of Meals (849 pax x P 320.00 x 10 days).
2. Bids 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. 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.

4. Bidding will be conducted through open competitive bidding procedures using a 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 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.
6. A complete set of Bidding Documents may be acquired by interested bidders on January 8 – 28, 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 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 Bidding Documents not later than the submission of their bids.
7. Bids must be duly received by the BAC Secretariat at the address indicated in the ITB on or before January 28, 2020 at 9:30 a.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
8. Bid opening shall be on January 28, 2020 at 10:00 a.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 same eligibility requirements, the technical and financial components of the contract to be bid.

Atty. Don H. Culvera reminded the prospective bidders that there are several venues for the quartering which may require vehicle for mobilization/delivery of foods and kitchen must be clean and organized.

Ms. Nympha D. Guemo, School Division Superintendent, Department of Education, Camarines Norte agreed with the comment of Atty. Culvera and emphasized the on time delivery of food. She also required the following:

- Service vehicle for delivery of foods to different venues
- Observe the Menu provided in the specification (ok for over the quality but not below quality)
- Freshness of the food to be served
- Utensils (no for styro)
- Inspectorate Team composed of General Services Office and Department of Education
- DepEd CN is participating in the Cleanest Billeting School, requested for the cleanliness and orderliness of the kitchen (no to flies)
- Special request to accommodate the food of safety and security personnel during the Bicol Meet proper (PNP, CAT, Brgy. Officials/Tanods)
- Flowing coffee for coaches & staff

Mr. Nelson R. Gomez, DepEd added that the training venues for January 25 - February 26, 2020 will be held in Basud, Vinzons, Mercedes, OLLCF (Lourdes) and Agro-Sports Center, Daet due to on-going rehabilitation of the Eco Athletic Field.

Further, he also informed the body that during the Bicol Meet proper, some events should not be played in Eco Athletic Field, instead, in Labo, Mercedes, Basud, San Vicente, San Lorenzo Ruiz and different barangays here in Daet.

He also suggested the following:

- Assisted buffet style
- Unlimited rice
- During the training, to coordinate with the Training Coordinator/Coach a day before the change of venue - how many pax and where to deliver if not in the quarters.

Ms. Guemo also suggested to furnish the caterer with the schedule.

Atty. Culvera clarified that if any problem arises, to coordinate with the General Services Office of the Provincial Government of Camarines Norte.

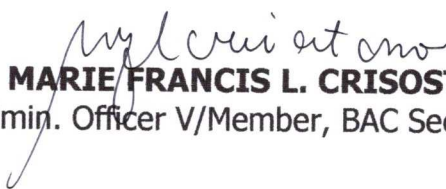
Mr. Ramses Ruidera asked if a meal ticket will be issued to the athletes, coaches and staff to which Mr. Gomez suggested to issue the same to facilitate the release of foods and if in case it was lost by the athletes, the coach will validate/certify.

Atty. Culvera announced the recommendation of Engr. Eden F. Borja, Provincial General Services Officer/BAC Member that a Pre-implementation Conference will be conducted a day before the start of the activity.

Regarding the add on, Mr. Ruidera suggested to provide the caterer with the list of peace and security personnel during the Bicol Meet proper to ensure that they will be served of food.


There being no other matters to be discussed the pre-bid conference ends at 2:35 p.m.

I hereby certify to the correctness of the foregoing:

  
**MARIE FRANCIS L. CRISOSTOMO**  
Admin. Officer V/Member, BAC Secretariat

ATTESTED:

(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

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