

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON JANUARY 23, 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
ENGR. ALMIRANTE A. ABAD	- Provincial Agriculturist/Head, 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. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

**OTHER PRESENT:**

MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club of Daet
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**ABSENT:**

ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/ Member, BAC Secretariat
MS. JOANNE E. SERRANO	- Private Secretary II/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. DONNA A. GUEVARRA	- EMS II/Member, BAC TWG
MR. GINO VILAFRANCA	- 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.

Engr. Almirante A. Abad, Head, 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. 20010059 - Supply and Delivery of CAP & 14 others**

Atty. Don H. Culvera inquired if there were prospective bidders for the aforesaid Purchase Request and there was none, however, he 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 One Million Five Hundred Ninety Eight Thousand Four Hundred Thirty Five Pesos (P1,598,435.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20010050 - Supply and Delivery of CAP & 14 others.
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 14 – February 4, 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 February 4, 2020 at 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.
8. Bid opening shall be on February 4, 2020 at 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 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

There being no other matters to be discussed the pre-bid conference ends at 3:10 p.m.

I hereby certify to the correctness of the foregoing:

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

ATTESTED:

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

  
**ENGR. LEOPOLDO R. 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