

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON JANUARY 31, 2019, 2:00 P.M. AT THE BAC OFFICE CONFERENCE ROOM, 2nd FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.

PRESENT:

ATTY. DON H. CULVERA	- Provincial Legal Officer/BAC Chairperson
MS. MERCEDES M. ALFUERTE, CPA	- Prov'l. Budget Officer/BAC Vice Chairperson
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
ENGR. SAMSON C. LARGO	- Asst. Provl. Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provl. Agriculturist/Head, BAC Secretariat
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- A.O. V/Member, BAC Secretariat
MR. JOHN ALMAN BALON	- Admin Officer III/Member, BAC TWG
MS. GINA B. RACELIS	- AO III/Member, BAC Secretariat
MS. JOANNE V. ENRIQUEZ	- P.S./Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- P.S., PLO/ Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Provincial Engineer/Head, BAC TWG
MS. AIZA P. NAPOLES	- AO III/Member, BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MR. GINO VILLAFRANCA	- Admin. Assist. II/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG
MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club
MS. JEZALYN BEGINO	- Rep. Commission on Audit
MS. LOVELLA TAGALA	- Rep. Commission on Audit

ABSENT:

ENGR. EDEN F. BORJA, DPM	- Provl. Gen. Services Officer/BAC Member
ENGR. JOHN MARVIL TOBIAS	- Provincial Engineer/Member, BAC TWG
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- Admin. Officer III/ Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat

PROCEEDINGS OF THE MEETING

Item No. 1. Call to Order

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.

Item No. 2. Roll Call

Engr. Almirante A. Abad, Head, BAC Secretariat made the roll call and informed the Chairperson that four (4) Members of the Bids and Awards Committee were present, hence, there was a quorum.

Item No. 3. Proof of Due Notice

Atty. Don H. Culvera, Chairperson inquired if the Notice of meeting has been sent to all the members, observer and concerned parties to which the Secretariat positively replied and presented the proof of notice for reference. He acknowledged the presence of Mr. Urbano Lagriada, Kiwanis Club and the representatives from the Commission on Audit

Item No. 4. Reading and Approval of the Agenda

Engr. Almirante A. Abad read before the body the agenda for the day. On motion made by Engr. Samson C. Largo, BAC Member seconded by Engr. Leopoldo P. Badiola, both BAC Members the agenda has been approved.

Item No. 5. Reading, Correction and Approval of the Previous Minutes

Engr. Leopoldo P. Badiola moved to dispense with the reading of the minutes and the Pre-Bid Conference minutes dated January 29, 2019, seconded by Engr. Samson C. Largo. There being no objection said motion was approved and the body proceeded with the correction. On motion made by Engr. Leopoldo P. Badiola seconded by Engr. Samson C. Largo, minutes of meeting and Pre-Bid Conference minutes dated January 29, 2019 has been approved as corrected.

Item No. 7. Business of the Day

a. Pre-Bid Conference for the following Purchase Requests

1. PR No. 19010035 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use
2. PR No. 19010036 – Supply and Delivery of Laboratory Supplies for CNPH Ward Use
3. PR No. 19010037 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use

Atty. Culvera inquired if there were prospective bidders for the aforesaid Purchase Requests, and there is none. Mrs. Joy Lourice T. Roderno, Member of the Technical Working Group was instructed by the Chairperson to discuss the details of Purchase Requests and Invitation to Bid of the aforesaid Purchase Requests.

Mrs. Joy Lourice T. Roderno discussed the eligibility requirements, and 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:
 - a. BFAD Documents
 - License to Operate
 - Certificate of Product Registration
 - Good Manufacturing Practice (GMP) Certificate
 - Batch Certificates for Anti-biotics
 - Lot release certificate
 - b. License to Operate
 - Drug Manufacturer
 - Drug distributor importer/wholesaler
 - Medical device distributor
 - c. Medical Device-Certification of Product Registration-Device Registration
 - Medical device Manufacturer
 - Medical Device Trader
 - Medical Distributor, Importer/wholesaler

PR No. 19010035 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use is funded through the General Fund for CY 2019 with an Approved Budget for the Contract of P1,516,976.00, the Bidding is February 14, 2019.

PR No. 19010036 – Supply and Delivery of Laboratory Supplies for CNPH Ward Use is funded through the General Fund for CY 2019 with an Approved Budget for the Contract of P1,619,077.00, the bidding is February 14, 2019.

PR No. 19010037 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use is funded through the General Fund for CY 2019 with an Approved Budget for the Contract of P1,638,455.00, the bidding is February 14, 2019.

Interested bidders should have completed a contract similar to the Contract and shall comply with the description of an eligible bidder as contained in the Bidding Documents.

Atty. Culvera inquired if the bid documents are already available to which Mrs. Roderno replied affirmatively and added that may be downloaded at the Philgeps.

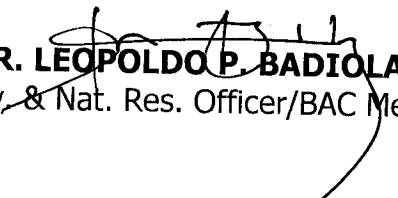
There being no other matters to be discussed the meeting was adjourned at 3:15 p.m.

I hereby certify to the correctness of the foregoing:


ENGR. ALMIRANTE A. ABAD
Prov'l Agriculturist/Head, BAC Secretariat

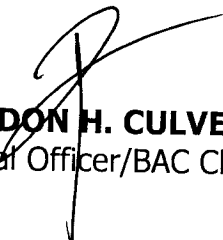
ATTESTED:


ENGR. SAMSON C. LARGO
Asst. Prov'l. Engineer/BAC Member


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

(Absent)
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