

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE MEETING OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON MARCH 1, 2019, 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
ENGR. JOHN MARVIL S. TOBIAS	- Provl. Engineer/BAC Member
ENGR. EDEN F. BORJA, DPM	- Provl. Gen. Services Officer/BAC Member
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- A.O. V/Member, BAC Secretariat
MRS. AMYLYN R. DY	- SAO, PTO, Member BAC Secretariat
MS. GINA B. RACELIS	- AO III/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- P.S., PLO/ Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1, PHRMO, Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engr. IV/Head, BAC TWG
MS. AIZA P. NAPOLES	- AO III/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
MRS. NIDA N. TOSOC	- PESO Office – End User
ENGR. CLARENCE L. MAGO	- Rep. PDRRM Office

**PROSPECTIVE BIDDERS:**

MS. MARILOU A. PIMENTEL	- Rep. Kaneda Trading
MR. JORGE Q. ARAÑEZ	- Rep. First Quantum ID Builders
MR. MARK PHILIP N. CLAVERIA	- Rep. Kaneda Trading
MR. FRANCIS PALSANOS	- East Pacific Ind. Trading

**ABSENT:**

MS. MERCEDES M. ALFUERTE, CPA	- Provl. Budget Officer/BAC Vice Chairperson
ENGR. LEOPOLDO P. BADIOLA	- Provl. Env. & Nat. Res. Officer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provl 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	- Admin. Officer III/ Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat
MS. JOANNE E. SERRANO	- P.S. II/Member, BAC Secretariat
ENGR. MARK WILSON M. TORRES	- Engineer III, Member BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MR. JOHN ALMAN BALON	- Admin Officer III/Member, BAC TWG
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, BAC Secretariat made the roll call and informed the Chairperson that three (3) Members of the Bids and Awards Committee were present, hence, there was a quorum. Atty. Culvera acknowledged the presence of the Prospective Bidders, Mr. Urbano C. Lagriada, Kiwanis Club and Engr. Clarence L. Mago, Representative of PDRRMO.

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.

Ms. Marie Francis L. Crisostomo read before the body the agenda for the day. On motion made by Engr. John Marvil S. Tobias seconded by Engr. Eden F. Borja, both BAC Members, the agenda has been approved.

### **Pre-Bid Conference for the following Purchase Request and Infrastructure Projects**

1. PR No. 19010341 – Kabuhayan Starter Kit
2. PR No. 19010342 – Kabuhayan Starter Kit
3. PR No. 19010343 – Kabuhayan Starter Kit
4. PR No. 19010353 – Kabuhayan Starter Kit
5. Construction of Bagong Silang I PWS System Level II, Brgy. Bagong Silang I, Labo, Camarines Norte
6. Access Road, Brgy. Bakal, Paracale, Camarines Norte

Atty. Culvera inquired if there were prospective bidders for the aforesaid Purchase Requests and Infrastructure Projects and the prospective bidders responded.

Mrs. Joy Lourice T. Roderno, Member TWG 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:
  - License to Operate

Mrs. Roderno further discussed the important details of the following PRs:

**Purchase Request No. 19010341 – Supply and Delivery of Kabuhayan Starter Kits** is funded through the Trust Fund of the Department of Labor and Employment with the Approved Budget for the Contract of P1,505,070.00.

**Purchase Request No. 19010342 – Supply and Delivery of Kabuhayan Starter Kits** is funded through the Trust Fund of the Department of Labor and Employment with the Approved Budget for the Contract of P1,742,000.00.

**Purchase Request No. 19010343 – Supply and Delivery of Kabuhayan Starter Kits** is funded through the Trust Fund of the Department of Labor and Employment with the Approved Budget for the Contract of P3,138,850.00.

**Purchase Request No. 19010353 – Supply and Delivery of Kabuhayan Starter Kits** is funded through the Trust Fund of the Department of Labor and Employment with the Approved Budget for the Contract of P1,673,005.00.

Mrs. Roderno also discussed the specifications stated in the PR of the Kabuhayan Starter Kits. Mrs. Marilou Pimentel asked about the specification of some of the items to be procured such as sizes, capacity, wrenches, etc. and the body decided to make Bid Supplement of the specifications and the prospective bidders will be furnished with the updated specification through their respective email address. Ms. Pimentel and Mr. Francis Palsanos inquired regarding the percentage of Small Largest Completed Contract to which Mrs. Roderno replied that 50% of the Approved Budget for the Contract.

She further stressed that Bid received in excess of the Approved Budget for the Contract shall be automatically rejected at bid opening. Bidders should have completed within 5 years from the date of submission and receipt of bids, a contract similar to the Project, eligible bidder is contained in the bidding documents, Section II, Instructions to bidders. Interested bidders may obtain further information from the Provincial Government of Camarines Norte.

Engr. Sahlee T. Yanto discussed the details of the following Infrastructure Projects

1. **Construction of Bagong Silang I Potable Water System Level II, Barangay Bagong Silang I, Labo, Camarines Norte**, Engr. Yanto informed the body that said project is funded through the 20% Development Fund for CY 2019 with an Approved Budget for the Contract of P9,935,652.35 for the Development/Rehabilitation of Water Source, Construction of Three (3) Unit Ground Reservoir, 3,984LM Pipe Laying and Installation of 32 Units Communal Faucets.
2. **Access Road, Barangay Bakal, Paracale, Camarines Norte** is funded through the Local Disaster Risk Reduction Management Fund for CY 2019 with an Approved Budget for the Contract of P9,948,393.00 for the Concreting of 1216LM x 4.0m x 0.15m road with 0.50m shoulder on both sides. The Completion of Works required is 90 Calendar Days. Bidders should have completed a contract similar to the Project and the description of an eligible bidder is contained in Section II of the Bidding Documents.

She added that interested bidders may acquire Bidding Documents at the Bids and Awards Committee Office, at the 2<sup>nd</sup> Floor, Provincial Capitol Building or may download from the website of the Philippine Government Electronic Procurement System. Engr. Yanto further instructed that plan is available at the Provincial Engineer's Office if in case the downloaded plan is not readable. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II. Equipment needed should be available to avoid problem in the implementation of the project.

There being no other matters to be discussed the meeting was adjourned at 2:10 p.m.

I hereby certify to the correctness of the foregoing:

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

ATTESTED:

*JM*  
**ENGR. JOHN MARVIL S. TOBIAS**  
Provincial Engineer/BAC Member

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

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

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

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