

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 MARCH 5, 2020, 2:00 P.M. AT THE BAC OFFICE CONFERENCE ROOM, 2nd FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.

PRESENT:

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. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. MARIE FRANCIS L. CRISOSTOMO	- 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
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG
DR. RACHELLE O. DIEZMO	- Acting Provincial Health Officer/End-User, PHO

OTHER PRESENT:

MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club of Daet
MR. ERIC BASIT	- Admin. Officer, PCSO

PROSPECTIVE BIDDERS:

MR. KENNETH TROY GALLO	- Endure Medical Inc.
MR. NANDO V. BUSTONG	- Endure Medical Inc.
MS. JEANNETTE LUCERO	- Health Solutions
MR. JOSEPH STEPHEN F. VEJERANO	- Variance Trading Corp.

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	- SAO/ Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- Admin. Officer V/Member, BAC Secretariat
MR. JOHN ALMAN BALON	- SAO/Member, BAC TWG
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
ENGR. MARK WILSON M. TORRES	- Engineer III/Member, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer 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. Alfuerde, Vice-Chairperson of the Bids and Awards Committee presided the meeting while the Secretariat recorded the minutes thereof.

Engr. Almirante A. Abad, Head, BAC Secretariat made the roll call and informed the Chairperson that three (3) out of five (5) Members of the Bids and Awards Committee were present including Dr. Rachelle O. Diezmo, End-User as Provisional Member, hence, there was a quorum.

Item No. 7. Business of the Day

a. Pre-bid Conference for PR No. 20020522 - Supply and Delivery of Ultrasound Machine and 9 others

Ms. Mercedes M. Alfuerde inquired if there were prospective bidders for the aforesaid Purchase Request and some of the prospective bidders signify their intention. She requested Dr. Rachelle O. Diezmo, Acting Provincial Health Officer/End-User to clarify and explain the requirements and important details of PR No. 20020522.

Dr. Rachelle O. Diezmo read the ten (10) items which covers PR No. 20020522 and its respective specifications. After which, Dr. Diezmo asked for any question.

Regarding the S-Guide, Ms. Jeannette Lucero inquired if there is other generic or generalized specifications to which Dr. Diezmo replied that they have conducted inquiry with those concerned staff and found out that other specs might not be compatible.

Mr. John Alman Balon informed the body that there is already an existing machine and it may not match. With this apprehension of incompatibility, Dr. Diezmo requested the prospective bidders to see the equipment.

Ms. Lucero also inquired if the bid is per lot to which Ms. Joy Lourice T. Roderno responded affirmatively.

Mr. John Alman Balon suggested to conduct testing of all the equipment and demonstration of proper usage to the End-User. He further added that the delivery of equipment is within 30 calendar days upon issuance of Notice to Proceed and there should be one (1) year warranty.

Dr. Diezmo also suggested to have a schedule of preventive maintenance, since they have experienced difficulty of contacting the supplier in case the machine got malfunctioned.

In addition, Mr. Balon said that during the warranty period, there should be a schedule of preventive maintenance and to provide appropriation for repair and maintenance of the machine after the warranty period.

Ms. Mercedes M. Alfuerde suggested to indicate how it will be operated, how it will be cleaned and how long it will be used.

Dr. Diezmo suggested to immediately undertake the repair of the machine if in case there is a need for the repair.

Ms. Alfuerde asked if there is any more to be clarified, Dr. Diezmo suggested that the End User should be trained on the proper use of the machine.

There being no more questions or clarifications, Ms. Alfuerde requested Engr. Sahlee T. Yanto, Head, TWG to explain and clarify the 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.

Engr. Sahlee T. Yanto clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid, to wit:

1. The Provincial Government of Camarines Norte through the PCSO-Trust Fund CY 2020 intends to apply the sum of Twenty-Two Million Two Hundred Seventy-One Thousand Two Hundred Fifty Pesos (P22,271,250.00) being the Approved Budget for the Contract (ABC) to payment under the contract for PR No. 20020522 - Supply and Delivery of Ultrasound Machine & 9 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 February 26 - March 17, 2020 at the Bids and Awards Committee, 2nd 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 Twenty-Five Thousand Pesos (P25,000.00). 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 March 17, 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 March 17, 2020 at 2:00 p.m. at Bids and Awards Committee Office, 2nd 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 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

Mr. Eric Basit, representative of PCSO informed the body that they still have no copy of the Memorandum of Agreement but Governor Edgardo A. Tallado already signed the MOA in Manila.

Mr. John Alman Balon informed the body that he already gave a copy of the MOA to the Provincial Treasurer's Office.

Ms. Amylyn Dy provided the BAC with a copy of the MOA and gave an information that the appropriation is already downloaded to the Provincial Government.

Ms. Alfuerte instructed the End-User to follow all the terms and conditions in the MOA and Mr. Balon added that there will be a joint inspection of the PCSO and the End-User.

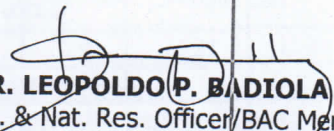
There being no other matters to be discussed the pre-bid conference ends at 2:35 p.m.

I hereby certify to the correctness of the foregoing:

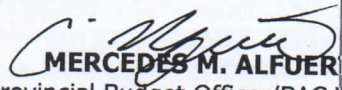

ENGR. ALMIRANTE A. ABAD
 Provincial Agriculturist/Head, BAC Secretariat

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

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