

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 APRIL 15, 2021, 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        | - 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. JOHN MARVIL S. TOBIAS     | - Provincial Engineer/BAC Member                 |
| ENGR. ALMIRANTE A. ABAD         | - Provincial Agriculturist/Head, BAC Secretariat |
| MS. AMYLYN R. DY                | - Acting APT/Member, BAC Secretariat             |
| MS. MARIA CRISTINA Z. AREVALO   | - 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. Asst. II/Member, BAC Secretariat        |
| MR. EDGAR Z. RAMOS              | - UW1/Member, BAC Secretariat                    |
| ENGR. SAHLEE T. YANTO           | - Engineer IV/Head, TWG                          |
| MR. JOHN ALMAN N. 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:**

|                          |                         |
|--------------------------|-------------------------|
| ARCH. MARJORIE Q. ALEGRE | - DOH/HFEP Architect II |
|--------------------------|-------------------------|

**ABSENT:**

|                             |   |
|-----------------------------|---|
| MS. MAGDALENA B. TOLEDANA   | - PHRMO/Member, BAC Secretariat                 |
| MS. DOLORES V. LOARES       | - SAO/ Member, BAC Secretariat                  |
| MS. VIRGINIA B. PELLEJA     | - Process Server/ Member, BAC Secretariat       |
| ENGR. KING ELIZER PAPANGO   | - Project Evaluation Officer IV/Member, BAC TWG |
| ENGR. MARK WILSON M. TORRES | - Engineer III/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. The Secretariat recorded the minutes thereof.

Ms. Marie Francis L. Crisostomo, Member, Secretariat made the roll call and informed the Chairperson that all the 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 Construction of Barangay Road, Brgy. Lugui, Labo, Camarines Norte**

Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid Infrastructure Project and there was none. Nonetheless, Atty. Culvera requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for the Construction of Barangay Road, Brgy. Lugui, Labo, Camarines Norte, POW#30, viz:

1. The Provincial Government of Camarines Norte through the 20% Development Fund CY 2021 intends to apply the sum of Forty Nine Million Nine Hundred Thirty Three Thousand Ninety Eight Pesos (P49,933,098.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Construction of Barangay Road, Brgy. Lugui, Labo, Camarines Norte, POW#30. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Camarines Norte now invites bids for the Construction of 2,260LM x 8.0m Wide Road with canal and slope protection. Completion of works is required for 90CD. Bidders should have completed 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on April 7 to April 27, 2021 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and from the website of the Philippine Government Electronic Procurement System (PhilGEPS) upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty Five Thousand Pesos (P25,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The Provincial Government of Camarines Norte will hold a Pre-bid Conference on April 15, 2021, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before April 27, 2021, 1:30 p.m. Late bids shall not be accepted.

8. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 15.
9. Bid opening shall be on April 27, 2021 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 the activity.
10. The Provincial Government of Camarines Norte reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35 and 41 of the revised IRR of RA 9184 without thereby incurring any liability to the affected bidder or bidders.

Engr. Yanto also discussed the following eligibility requirements, 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.2 Construction of Camarines Norte Quarantine/Isolation Facility, LDH Compound, Labo, Camarines Norte**

Engr. Sahlee T. Yanto, Head, TWG informed the Committee that the Request for Modified Schematic Plan of Temporary Treatment and Monitoring Facility in LDH Compound, Labo, Camarines Norte is already approved by the Department of Health Central Office and we can now proceed with the implementation.

With the said information, the BAC proceeded with the Pre-bid Conference for the said Infrastructure Project. Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid project and there was none. Nonetheless, Atty. Culvera requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for the Construction of Camarines Norte Quarantine/Isolation Facility, LDH Compound, Labo, Camarines Norte, POW#07, viz:

1. The Provincial Government of Camarines Norte through the Trust Fund intends to apply the sum of Nine Million Nine Hundred Ninety Eight Thousand One Hundred Twenty Seven Pesos and 02/100 (P9,998,127.02) being the Approved Budget for the Contract (ABC) to payments under the contract for the Construction of Camarines Norte Quarantine/Isolation Facility, LDH Compound, Labo, Camarines Norte, POW#07. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Camarines Norte now invites bids for the Construction of 332.2 sq.m building. Completion of works is required for 240CD. Bidders should have completed 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on April 7 to April 27, 2021 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and from the website of the Philippine Government Electronic Procurement System (PhilGEPS) upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (P10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The Provincial Government of Camarines Norte will hold a Pre-bid Conference on April 15, 2021, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before April 27, 2021, 1:30 p.m. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 15.
9. Bid opening shall be on April 27, 2021 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 the activity.
10. The Provincial Government of Camarines Norte reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35 and 41 of the revised IRR of RA 9184 without thereby incurring any liability to the affected bidder or bidders.

Engr. Yanto also discussed the same eligibility requirements, technical and financial components of the contract to be bid.

Atty. Culvera asked Arch. Marjorie Q. Alegre, DOH/HFEP Architect II if there is any question or clarification to which the latter replied that she already visited the site and talked with Dr. Arnel E. Francisco, Acting PGDH (Provincial Health Officer) and everything is clear and no further question.

### **a.3 Construction of Barangay Road, Brgy. Tabas – Brgy. Mangkasay, Paracale, Camarines Norte**

Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid Infrastructure Project and there was none. Nonetheless, Atty. Culvera requested Engr. Sahlee T. Yanto, Head, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said Infrastructure Project.

Engr. Yanto clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for the Construction of Barangay Road, Brgy. Tabas – Brgy. Mangkasay, Paracale, Camarines Norte, POW#04, viz:

1. The Provincial Government of Camarines Norte through the 20% Development Fund CY 2021 intends to apply the sum of Nine Million Nine Hundred Ninety Seven Thousand One Hundred Ninety Four Pesos (P9,997,194.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Construction of Barangay Road, Brgy. Tabas – Brgy. Mangkasay, Paracale, Camarines Norte, POW#04. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Camarines Norte now invites bids for the Concreting of 3,828.50 sq.m. x 0.20m barangay road with 0.50m shoulder on both sides. Completion of works is required for 110CD. Bidders should have completed 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Bidders may obtain further information from the Provincial Government of Camarines Norte and inspect the Bidding Documents at the address indicated in the ITB from 8:00 a.m. to 5:00 p.m., Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on April 7 to April 27, 2021 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte and from the website of the Philippine Government Electronic Procurement System (PhilGEPS) upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (P10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The Provincial Government of Camarines Norte will hold a Pre-bid Conference on April 15, 2021, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before April 27, 2021, 1:30 p.m. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 15.
9. Bid opening shall be on April 27, 2021 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 the activity.
10. The Provincial Government of Camarines Norte reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35 and 41 of the revised IRR of RA 9184 without thereby incurring any liability to the affected bidder or bidders.

Engr. Yanto also discussed the same eligibility requirements, technical and financial components of the contract to be bid.

She further informed the body that the Bidding Documents of the aforementioned Infrastructure Projects are already uploaded in the PhilGEPS and can be downloaded by the interested bidders.

There being no other matters to be discussed the pre-bid conference ends at 2:30 p.m.

I hereby certify to the correctness of the foregoing:

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

ATTESTED:

**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