

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 29, 2021, 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	- Provincial Budget Officer/BAC Vice Chairperson
ENGR. EDEN F. BORJA, DPM	- Prov'l. General Services Officer/BAC Member
ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provincial Agriculturist/Head, 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. SIMONETTE S. PANGO	- Admin. Asst. II/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- Process Server/ Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
MR. JOHN ALMAN N. BALON	- SAO/Member, BAC TWG
ENGR. KING ELIZER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer III/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/Member, BAC TWG

OTHER PRESENT:

MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club of Daet
ARCH. MARJORIE ALEGRE	- Architect II, DOH PDO Office
MR. PABLO P. RAMORES	- Representative, Arxmedica
MS. ROSALINDA J. LARA	- Representative, Arxmedica

ABSENT:

ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. AMYLYN R. DY	- Acting APT/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/ Member, BAC Secretariat
MS. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, TWG
ENGR. MARK WILSON M. TORRES	- Engineer III/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG
MR. GINO VILAFRANCA	- Admin. Asst. 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.

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 Purchase Request No. 21040799 – Supply and Delivery of D5 LR 1L and 5 others

Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid Purchase Request and Mr. Pablo P. Ramores and Ms. Rosalinda J. Lara, both representatives of Arxmedica signified their intention to bid. Atty. Culvera requested Ms. Aisa P. Napoles, Member, TWG to explain the requirements, terms and conditions stipulated in the bidding documents, eligibility requirements and the technical and financial components of the said purchase request.

Ms. Napoles clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for Purchase Request No. 21040799 – Supply and Delivery of D5 LR 1L and 5 others, viz:

1. The Provincial Government of Camarines Norte through the General Fund intends to apply the sum of ONE MILLION EIGHT HUNDRED FIFTEEN THOUSAND PESOS (P1,815,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Purchase Request No. 21040799 – Supply and Delivery of D5 LR 1L and 5 others. 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 D5 LR 1L and 5 others.

Delivery of goods is required within sixty (60) calendar days. 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).

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.

Bidding is restricted to Filipino citizens/sole proprietorships, 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 organizations of which grant similar rights and privileges to Filipino citizens, pursuant to RA 5183.

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 20 – May 11, 2021 at the Bids and Awards Committee, 2nd 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 Five Thousand Pesos (P5,000.00). 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 29, 2021, 2:00 p.m. at Bids and Awards Committee Office, 2nd 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 May 11, 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 May 11, 2021 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 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.

Ms. Napoles 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


After which, Atty. Don H. Culvera asked the prospective bidders if they have any question or clarification to which the latter inquired about the bidding documents. Atty. Don H. Culvera replied that it is now downloadable at PhilGEPS.

There being no other matters to be discussed the meeting was adjourned at 2:25 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

(absent)
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