

BIDS AND AWARDS COMMITTEE

MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON AUGUST 15, 2019 AT 2:00 IN THE AFTERNOON AT THE BAC OFFICE CONFERENCE ROOM, 2ND FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.

PRESENT:

ATTY. DON H. CULVERA	- Provincial Legal Officer/BAC Chairperson
ENGR. EDEN F. BORJA, DPM	- Prov'l. Gen. Services Officer/BAC Member
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Prov'l. Agriculturist/Head, BAC Secretariat
MS. NANCY U. HERNANDEZ	- Admin. Officer V/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Asst. II (Clerk IV)/Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- Utility Worker I/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer III/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

ABSENT:

MS. MERCEDES M. ALFUERTE, CPA	- Prov'l. Budget Officer/BAC Vice Chairperson
ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- Process Server/ Member, BAC Secretariat
MR. JOHN ALMAN BALON	- SAO/Member, BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
ENGR. MARK WILSON M. TORRES	- Engineer III/Member, BAC TWG
MR. GINO VILLAFRANCA	- Admin. Assist. II/Member, BAC TWG
MR. URBANO C. LAGRIADA	- Kiwanis Club of Daet

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 three (3) out of five (5) 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 inquired if the notice of meeting has been sent to all the members, observer, concerned parties and end user to which the Secretariat positively replied and presented the proof of notice for reference.

Item No. 4. Reading and Approval of the Agenda

Engr. Almirante A. Abad read before the body the agenda for the day. Engr. Leopoldo P. Badiola, BAC Member moved for its approval seconded by Engr. Eden F. Borja, BAC Member.

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

Engr. Eden F. Borja moved to dispense with the reading of the previous minutes seconded by Engr. Leopoldo P. Badiola. There being no objection said motion was approved and the body proceeded with the correction of the minutes dated August 14, 2019. On motion made by Engr. Leopoldo P. Badiola seconded by Engr. Eden F. Borja, minutes of the previous meeting has been approved.

Item No. 6. Matters Arising from the Previous Minutes

There was no matter arising from the previous minutes.

Item No. 7. Business of the Day

a. Pre-bid Conference for Purchase Request No. 19071856 – Supply and Delivery of one (1) unit Dump Truck Remanufactured

Atty. Don H. Culvera inquired if there were prospective bidders for the aforesaid Infrastructure Project and there was none, however, he requested the TWG to clarify and explain the requirements, terms and conditions stipulated in the bidding documents. Likewise, to discuss the eligibility requirements and the technical and financial components of the Infrastructure Project subject for Pre-bid.

Engr. Sahlee T. Yanto, Head, TWG clarified and explained the requirements, terms, and conditions stipulated in the Invitation to Bid for the aforementioned Infrastructure Project, viz:

1. The Provincial Government of Camarines Norte through the General Fund CY 2019 intends to apply the sum of One Million Two Hundred Pesos (P1,200,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 19071856 – Supply and Delivery of One (1) Unit Dump Truck Remanufactured.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The specifications are the following:

Production Type – Remanufactured
Chassis – Brand New, Straight Chassis (standard wheelbased)
GVW: 4200
Cabin Model – BB Alpha, Narrow Cabin, Low Cabin
Body Type and Dimension – Dump (Semi High Side)
BL: 10in; BW: 67in; BH 24in
Unit Color – BSB Bright White
Axle Type – 6W, Double Tire, 5 hub bolt & 8axle bolt

Tire/Rim Size – Lock Type, 7.00 x 15 x 12 Ply, Brand New Tires
Battery – 24V, 2pcs. 2SM Brand New (FB) Hybrid Battery
Engine Model – OHC, 150hp, 5.0L Diesel Engine
Transmission – Manual
Suspension – F/R – Leaf Spring Type (Front/Rear)
Tools and Accessories – Jack (5 ton), Tire Wrench, Maniquetta, EWD
Mileage – not to exceed 60,000 kms.
Number of years of actual service: not to exceed 2 years

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 Citizen/sole proprietorship, cooperatives and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. A complete set of Bidding Documents may be acquired by interested bidders on August 7-27, 2019 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 Five Thousand Pesos (P5,000.00). 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 August 27, 2019 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 August 27, 2019, 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.

She 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
4. Omnibus Sworn Statement
5. Other Documents


There being no other matters to be discussed the pre-bid conference ends at 2:25 p.m.


I hereby certify to the correctness of the foregoing:


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

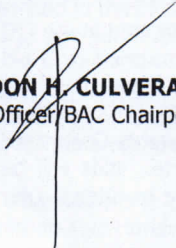
ATTESTED:

(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

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


ATTY. DON H. CULVERA
Prov'l. Legal Officer/BAC Chairperson