

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 OCTOBER 13, 2020, 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
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. NANCY U. HERNANDEZ	- Admin. Officer V/Member, BAC Secretariat
MS. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- Process Server/ Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, 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
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

OTHER PRESENT:

MR. EDWIN Y. FERRER, JR. - Lite-Lux Electrical Construction Enterprise

ABSENT:

MS. MERCEDES M. ALFUERTE	- Provincial Budget Officer/BAC Vice 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. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat
MR. JOHN ALMAN BALON	- SAO/Member, BAC TWG
ENGR. MARK WILSON M. TORRES	- Engineer 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. 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, hence, there was a quorum.

Item No. 7. Business of the Day

b. Pre-bid Conference for the following:

b.1 Purchase Request No. 20091669 – Supply and Delivery of Bio Aspartate Aminotransferase (AST/GOT) 5 x 50 ml & 42 others for CNPH use

Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid Purchase Request and there was none. Nonetheless, Atty. Culvera requested Ms. Joy Lourice T. Roderno, 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. Roderno clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for Supply and Delivery of Bio Aspartate Aminotransferase (AST/GOT) 5 x 50 ml & 42 others for CNPH use, viz:

1. The Provincial Government of Camarines Norte through the CNPH Revolving Fund intends to apply the sum of One Million Five Hundred Forty Five Thousand and Four Pesos (P1,545,004.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20091669 – Supply and Delivery of Bio Aspartate Aminotransferase (AST/GOT) 5 x 50 ml & 42 others for CNPH use.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Delivery of Goods is required within thirty (30) 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.
4. 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.
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. 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.
7. A complete set of Bidding Documents may be acquired by interested bidders on October 2 – October 27, 2020 at the Bids and Awards Committee, 2nd Floor, Provincial Capitol Building, Daet, Camarines Norte and 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.

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 the Bidding Documents not later than the submission of their bids.

8. Bids must be duly received by the BAC Secretariat through manual submission at the address indicated in the ITB on or before October 27, 2020, 1:30 p.m. Late bids shall not be accepted.
9. All bids must be accompanied by a bid security in any acceptable forms and in the amount stated in ITB Clause 14.
10. Bid opening shall be on October 27, 2020, 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.

Ms. Roderno 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
 - License to Operate
 - Authorized Distributorship

b.2 Purchase Request No. 20091691 – Supply and Delivery of One (1) unit Pick Up Vehicle 2.4 x 4 x 2 MT (Brand New)

Atty. Don H. Culvera inquired if there were prospective bidder/s for the aforesaid Purchase Request and there was none. Nonetheless, Atty. Culvera requested Ms. Joy Lourice T. Roderno, 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. Roderno clarified and explained the following requirements, terms and conditions stipulated in the Invitation to Bid for PR No. 20091691 – Supply and Delivery of One (1) unit Pick Up Vehicle 2.4 x 4 x 2 MT (Brand New), viz:

1. The Provincial Government of Camarines Norte through the General Fund-Capital Outlay CY 2020 intends to apply the sum of One Million Four Hundred Fifty Thousand Pesos (P1,450,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20091691 – Supply and Delivery of One (1) unit Pick Up Vehicle 2.4 4x2 MT (Brand New).
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The Specification of the aforementioned one (1) unit Pick Up Vehicle 2.4 4x2 MT (Brand New) are the following:

Body Type	-	Pick Up
Engine		
>Displacement:		2393
>No. of Cylinder:		4
>No. of Valves:		16
>Max Power/RPM:		147/3400
Performance		
>Max Torque/RPM:		400/1600
>Fuel Type:		Diesel
>Fuel Capacity:		80 liters
Wheel Type		
>Aspect Ratio:		65
>Diameter:		R17
>Transmission Type:		Manual

4. Delivery of Goods is required within thirty (30) 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.
5. 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.
6. 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.
7. 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.
8. A complete set of Bidding Documents may be acquired by interested bidders on October 2 – October 27, 2020 at the Bids and Awards Committee, 2nd Floor, Provincial Capitol Building, Daet, Camarines Norte and 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.

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 the Bidding Documents not later than the submission of their bids.

9. Bids must be duly received by the BAC Secretariat through manual submission at the address indicated in the ITB on or before October 27, 2020, 1:30 p.m. Late bids should not be accepted.
10. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
11. Bid opening shall be on October 27, 2020, 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.

Ms. Roderno 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

b.3 Construction of Multi-purpose Hall, Brgy. Sta. Rosa Sur, Jose Panganiban, 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 Multi-purpose Hall, Brgy. Sta. Rosa Sur, Jose Panganiban, Camarines Norte, viz:

1. The Provincial Government of Camarines Norte through the Aid to Barangay CY 2020 intends to apply the sum of One Million Four Hundred Ninety One Thousand Five Hundred Ninety Four Pesos (P1,491,594.00) for the Construction of Multi-purpose Hall, Brgy. Sta. Rosa Sur, Jose Panganiban, Camarines Norte (Construction of 7m x 12m Multi-purpose Hall (Phase I) (Ground Floor only). Completion of works is required for 135CD.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidders must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. Provided, however, that contractors under Small A and Small B categories without similar experience on the contract to be bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB. The description of an eligible bidder will be determined in the Bidding Documents, specifically, in Section II. Instruction to Bidders.
4. 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.
5. Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. 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.
7. A complete set of Bidding Documents may be acquired by interested bidders on October 2 – October 27, 2020 at the Bids and Awards Committee, 2nd Floor, Provincial Capitol Building, Daet, Camarines Norte and 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.
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 the Bidding Documents not later than the submission of their bids.
8. Bids must be duly received by the BAC Secretariat in the address indicated in the ITB on or before October 27, 2020, 1:30 p.m. Late bids shall not be accepted.
9. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 14.

10. Bid opening shall be on October 27, 2020, 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.

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

4. Omnibus Sworn Statement

5. Other documents

She further informed the body that the Bidding Documents of the aforementioned Purchase Requests and Infrastructure Project 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 3:15 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

Provincial Legal Officer/BAC Chairperson