

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 15, 2019, 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. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provincial Agriculturist/Head, BAC Secretariat
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- Admin. Officer V/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
MS. AIZA P. NAPOLES	- Admin. Officer III/Member, BAC TWG
MS. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MR. JOHN ALMAN BALON	- SAO/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

OTHER PRESENT:

MR. URBANO C. LAGRIADA - Observer, Kiwanis Club of Daet

ABSENT:

MS. MERCEDES M. ALFUERTE, CPA	- Provincial Budget Officer/BAC Vice Chairperson
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
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. 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 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, hence, there was a quorum.

Item No. 7. Business of the Day

a. Pre-bid Conference for the following:

a.1 PR No. 19092123 – Supply and Delivery of Medical/Dental/Laboratory Supplies for Various Ward/Section Use

Atty. Don H. Culvera inquired if there were prospective bidders for the aforesaid Purchase Request 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 Purchase Request subject for Pre-bid.

Ms. Joy Lourice T. Roderno, Member TWG clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid for the aforementioned Purchase Request, to wit:

1. The Provincial Government of Camarines Norte through the Revolving Fund intends to apply the sum of One Million Four Hundred Ninety-Six Thousand Five Hundred Forty-Five Pesos (P1,496,545.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 19092123 – Supply and Delivery of Medical/Dental/Laboratory Supplies for Various Ward/Section Use.
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 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 October 7 - 29, 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 October 29, 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 October 29, 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.

Mrs. Joy Lourice T. Roderno, Member TWG also discussed the eligibility requirements, the technical and financial components of the contract to be bid for PR No.19092123 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
 - Certificate of Product Registration (CPR)

a.2 PR No. 19092124 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use

Atty. Don H. Culvera inquired if there were prospective bidders for the aforesaid Purchase Request 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 Purchase Request subject for Pre-bid.

Ms. Joy Lourice T. Roderno, Member, TWG clarified and explained the requirements, terms, and conditions stipulated in the Invitation to Bid for the aforementioned Purchase Request, viz:

1. The Provincial Government of Camarines Norte through the Revolving Fund intends to apply the sum of One Million Nine Hundred Sixty-Nine Thousand Seven Hundred Twenty-Two Pesos (P1,969,722.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 19092124 – Supply and Delivery of Laboratory Supplies for Laboratory Section Use.
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 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. Interested 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 8:00a.m. to 5:00p.m.
7. A complete set of Bidding Documents may be acquired by interested bidders on October 7 - 29, 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.
8. Bids must be duly received by the BAC Secretariat at the address indicated in the ITB on or before October 29, 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.
9. Bid opening shall be on October 29, 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
 - License to Operate
 - Certificate of Product Registration (CPR)

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, BAC 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

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


ATTY. DON H. CULVERA
Provincial Legal Officer/BAC Chairperson