

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON OCTOBER 17, 2019, 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, CPA	- 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
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. 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
MS. DONNA A. GUEVARRA	- EMS II/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

**OTHER PRESENT:**

MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club of Daet
MS. MARY NOR U. RADA	- Observer, SAE II, COA
MS. MA. LOVELLA O. TAGALA	- Observer, COA
MR. JOB C. ORMILLO	- PDRMO Representative

**ABSENT:**

ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provincial Agriculturist/Head, BAC Secretariat
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/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. MARK WILSON M. TORRES	- Engineer III/Member, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer 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 while the Secretariat recorded the minutes thereof.

Ms. Marie Francis L. Crisostomo, Member, BAC 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 the following:**

**a.1 PR No. 19020503 – Supply and Delivery of One (1) Unit Brand New Vehicle  
2.8 E Diesel MT**

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 General Fund CY 2019 intends to apply the sum of One Million Three Hundred Thousand Pesos (P1,300,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 19020503 – Supply and Delivery of One (1) Unit Brand New Vehicle 2.8 E Diesel MT.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The specifications of One (1) Unit Brand New Vehicle 2.8 E Diesel MT are the following:

Body Type - MPV  
Transmission Type - Manuel  
Engine:

Size: 2.8L  
Displacement: 2798cc  
No. of Cylinder: 4  
No. of Valves: 16  
Transmission: 5-Speed Manual Transmission

Performance:

Power Train: Rear Wheel Drive  
Max Output: 171HP@3600rpm  
Max Torque: 360nm@3400rpm

Economy and Environment:

Fuel Type: Diesel  
Fuel Capacity: 55L

Dimension:

Length: 4735mm  
Height: 1795mm  
Turning Circle: 5.4m  
Ground Clearance: 167mm  
Trunk Capacity: 300L  
No. of Seats: 8  
Width: 1830 mm  
Wheelbase: 2750

4. 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.

5. 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.
6. Bidding is restricted to Filipino Citizen/sole proprietorship, 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. A complete set of Bidding Documents may be acquired by interested bidders on October 9 - 29, 2019 at the Bids and Awards Committee, 2<sup>nd</sup> 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, 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. 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.19020503 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 PR No. 19102287 – Supply and Delivery of One (1) Unit Motor/Vehicle 2.5L 4x4 VL 6 MT**

Atty. Don H. Culvera clarified that the said vehicle had already undergone the procurement process and ready for award, however, in view of the issuance of GPPB NPM No. 015-2019 re: Procurement of Motor Vehicles dated June 4, 2019, it was declared 2<sup>nd</sup> Failure of Bidding by the BAC and returned to the End User for compliance of the said GPPB issuance. Subsequently, the GPPB issued another Resolution No. 20-2019 dated September 5, 2019 approving the delisting of motor vehicles in the list of common-use supplies and equipment of the Procurement Service, hence, the conduct of procurement process again for the said vehicle.

After which, 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 Special Trust Fund CY 2016 & 2018 intends to apply the sum of One Million Seven Hundred Thousand Pesos (P1,700,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 19102287 – Supply and Delivery of One (1) Unit Motor Vehicle 2.5L 4x4VL 6 MT.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The specifications of the One (1) Unit Motor Vehicle 2.5L 4x4VL 6 MT are the following:
  - 2.5 Liter DDTI, 4-cylinder, DOHC, 16-valve, Diesel Engine
  - Common Rail Direct Injection(CRDI) Variable Turbocharger(VGS)
  - 18 alloy wheel, roof rails and 360 All around view camera
  - Independent double wishbone with coil spring and stabilizer
  - front suspension and 5-link suspension, shock absorber and
  - Coil Spring with stabilizer rear suspension
  - 6-speed Manual Drive TRANSMISSION
  - Dimension: 5,255mm. Max. length, 1,850 mm. max. height and 1,795 mm width
  - Ventilated Disc front Brakes and Drum rear
  - Premium LEATHER Seat Materials with Zero Gravity seats
  - Multi-reflector Halogen Headlamps WITH DRL
  - MONITOR/Tuner/MP3/AUX/USB/iPod connectivity
4. 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.

5. 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.
6. Bidding is restricted to Filipino Citizen/sole proprietorship, 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. 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.
8. A complete set of Bidding Documents may be acquired by interested bidders on October 9 - 29, 2019 at the Bids and Awards Committee, 2<sup>nd</sup> 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.
9. 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.
10. Bid opening shall be on October 29, 2019, 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. 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

### **a.3 Construction of Evacuation Center, Brgy. Matnog, Basud, Camarines Norte**

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, to wit:

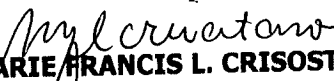
1. The Construction of Evacuation Center, Brgy. Matnog, Basud, Camarines Norte is funded through the LDRRMF 2019 with the Approved Budget for the Contract (ABC) of One Million Nine Hundred Ninety Seven Thousand Eight Hundred Eighteen Pesos and 45/100 (P1,997,818.45) for the construction of 7.00m x 12.00m evacuation center. Completion of Works require 90 CD.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidders must have completed and 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 may be allowed to 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 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 9 – 29, 2019 at the Bids and Awards Committee, 2<sup>nd</sup> 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.
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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 3:25 p.m.

I hereby certify to the correctness of the foregoing:

  
**MARIE FRANCIS L. CRISOSTOMO**  
Admin. Officer V/Member, 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

  
**MERCEDES M. ALFUERTE, CPA**  
Provincial Budget Officer/BAC Vice Chairperson

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