

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 NOVEMBER 3, 2020, 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	- Provincial Budget Officer/BAC Vice Chairperson
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/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. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- UW1/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
MR. JOHN ALMAN 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
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

**ABSENT:**

ENGR. EDEN F. BORJA, DPM	- Prov'l. General Services Officer/BAC Member
ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/ Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Aide VI/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. 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 of the following:*

### **a.1 PR No. 20101875 – Supply and Delivery of LED Torch Lamp & 10 others**

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. 20101875 – Supply and Delivery of LED Torch Lamp & 10 others, viz:

1. The Provincial Government of Camarines Norte through the General Fund CY 2020 intends to apply the sum of Six Million Seven Hundred Ninety Thousand Pesos (P6,790,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PR No. 20101875 – Supply and Delivery of LED Torch Lamp & 10 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 LED Torch Lamp & 10 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, otherwise known as the "Government Procurement Reform Act".

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.

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 October 23 – November 17, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> 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 Ten Thousand Pesos (P10,000.00). 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 November 3, 2020, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor,

Provincial Capitol Building, Daet, Camarines Norte, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the address indicated in the ITB on or before November 17, 2020, 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 14.
9. Bid opening shall be on November 17, 2020, 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 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. 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

#### **a.2 Construction of Brgy. Dogongan Road, Daet, 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 Brgy. Dogongan Road, Daet, Camarines Norte, POW No. 46 viz:

1. The Provincial Government of Camarines Norte through the 20% Development Fund CY 2020 intends to apply the sum of Two Million Nine Hundred Eighty Seven Thousand Nine Hundred Six Pesos & 98/100 (P2,987,906.98) being the Approved Budget for the Contract (ABC) to payments under the contract for the Construction of Brgy. Dogongan Road, Daet, Camarines Norte, POW No. 46. 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 the Concreting of 186.40LM x 5.0m x 0.20m with Slope Protection. Completion of works is required for 60CD. Bidders should have completed 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.
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 October 26 – November 17, 2020 at the Bids and Awards Committee, 2<sup>nd</sup> 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 November 3, 2020, 2:00 p.m. at Bids and Awards Committee Office, 2<sup>nd</sup> Floor, Provincial Capitol Building, Daet, Camarines Norte, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat thru manual submission at the address indicated in the ITB on or before November 17, 2020, 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 November 17, 2020, 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 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.

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 Request 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 2:30 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**

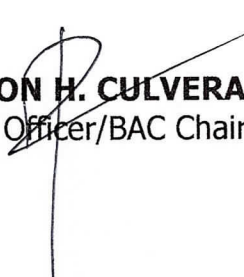
Prov'l. Env. & Nat. Res. Officer/BAC Member

(absent)

**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