

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE MEETING OF THE BIDS AND AWARDS COMMITTEE (BAC)  
HELD ON DECEMBER 4, 2018, 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	- Prov'l. Budget Officer/BAC Vice Chairperson
ENGR. EDEN F. BORJA, DPM	- Provl. Gen. Services Officer/BAC Member
ENGR. LEOPOLDO P. BADIOLA	- Provl. Env. & Nat. Res. Officer/BAC Member
ENGR. SAMSON C. LARGO	- Asst. Provl. Engineer/BAC Member
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- A.O. V/Member, BAC Secretariat
MS. GINA B. RACELIS	- AO III/Member, BAC Secretariat
MR. JOHN ALMAN BALON	- Admin Officer III/Member, BAC Secretariat
MS. AIZA P. NAPOLES	- AO III/Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- P.S., PLO/ Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engr. IV/Head, BAC TWG
ENGR. JOHN MARVIL TOBIAS	- Engr. IV/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
MR. GINO VILLAFRANCA	- Admin. Assist. II/Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG
MS. JOANNE V. ENRIQUEZ	- P.S./Member, BAC TWG
MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club
DR. ARNEL E. FRANCISCO	- Chief CMCH, End User
MRS. CLEOFAS O. BALANE	- Observer, Commission on Audit
MS. MA. LOVELLA TAGALA	- Observer, Commission on Audit
MS. JEZALYN BEGINO	- Observer, Commission on Audit
MR. RENMAR S. DASCO	- Observer, Internal Audit System
MS. ABEGAIL J. MADRID	- Observer, Internal Audit System
MS. RAZZEL ANN VERGARA	- Observer, Internal Audit System

**BIDDER/PROSPECTIVER BIDDER**

MR. WILBERT U. HOLANDA	- Compremed Trading
MR. DANILO RADA	- Rep. Cereno Builders

**ABSENT:**

ENGR. ALMIRANTE A. ABAD	- Provl Agriculturist/Head, BAC Secretariat
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- Admin. Officer III/ Member, BAC Secretariat

**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 all Members of the Bids and Awards Committee were present, hence, there was a quorum.

Atty. Don H. Culvera, BAC Chairperson inquired if the Notice for today's meeting has been sent to all the members, observer and concerned parties to which the Secretariat positively replied and presented the proof of notice for reference. Atty. Culvera acknowledged the presence of Mr. Urbano C. Lagriada, Mrs. Cleofas O. Balane and other observers from COA and Internal Audit System, Dr. Arnel E. Francisco and prospective bidders.

Ms. Marie Francis L. Crisostomo read before the body the agenda for the day. On motion made by Engr. Eden F. Borja seconded by Engr. Leopoldo P. Badiola, both BAC Members, the agenda has been approved.

**Pre-Bid Conference for Purchase Requests and Infrastructure Projects**

Atty. Don H. Culvera inquired if there were prospective bidders for the following Purchase Requests and Infrastructure Projects, viz:

1. PR No. 18102428 – Medical Supplies
2. PR No. 18102377 – Supply and Delivery of one (1) Unit 4 x 4 MT Vehicle
3. Construction/Improvement of Daet-Mambalite Road, Brgy. Cobangbang-Brgy. Mambalite, Daet, Camarines Norte
4. Construction of Evacuation Center (Phase 1), Brgy. Malaya, Labo, Camarines Norte

Mr. Danilo Rada, representative of Cereno Builders General Engineering & Building Contractor responded that he is interested to bid for the Construction/Improvement of Daet-Mambalite Road, Brgy. Cobangbang-Barangay Mambalite, Daet, Camarines Norte.

Atty. Culvera requested Mrs. Joy Lourice T. Roderno to discuss the important details of the **Purchase Request No. 10182428**. Mrs. Roderno informed the body that said Purchase Request is funded through the CNPH-Trust Fund with an Approved Budget for the Contract of One Million Three Hundred Fifty One Thousand Pesos. Mrs. Mercedes M. Alfuerte inquired regarding the availability of the corresponding fund of the said Purchase Request, Atty. Culvera instructed to double check if there is a Certificate of Availability of Fund issued by the Provincial Accountant Office.

On **PR No. 18102377 – Supply and Delivery of One (1) Unit 4 x 4 2.8 MT Vehicle** Mrs. Nancy Hernandez explained that it was funded through the Special Trust Fund 2016 and 2018, since the fund provided for the year 2016 was not sufficient. After the bidding last time, the manufacturer stop the production of the model of the vehicle on the PR. She further stated that the said vehicle will be used for PDRMO activity. Additionally, she said that the prospective bidders was informed of the scheduled pre-bid conference, however they are not here. The Approved Budget for the Contract is P1,730,960.00. On the inquiry of Atty. Culvera on particular fund, Mrs. Hernandez replied that corresponding fund was approved under SP Resolution No. 044-2016 and with corresponding Certificate of Availability of Fund issued by the Provincial Accountant. Regarding the inquiry of Atty. Culvera if the Bid Documents is already downloadable with the Philgeps, the concerned staff affirmatively replied.


On **Construction/Improvement of Daet-Mambalite Road, Brgy. Cobangbang-Brgy. Mambalite, Daet, Camarines Norte**, Engr. Sahlee T. Yanto was requested to discuss the important details thereof. Engr. Yanto informed the body that said project is funded through Supplemental Budget No. 2-2018 with an Approved Budget for the Contract of P7,457,059.00 for the Concreting of 607.50LM x 6.0m x 0.20m road with 0.50m shoulder on both sides and completion of the Work is 90 Calendar Days.

On **Construction of Evacuation Center (Phase I), Brgy. Malaya, Labo, Camarines Norte**, Engr. Yanto said that it is funded through the LDRRMF Special Trust Fund with an Approved Budget for the Contract of P1,000,000.00) for the construction of 7.00m x 8.00m evacuation center and Completion of Work is 60 Calendar Days. She also discussed the items to be done and the equipment to be used for the said project. She further informed that the Bid Documents is already uploaded in the Philgeps.

Atty. Don H. Culvera inquired if there is any other matter to be clarified and there was none.

There being no other matters to be discussed the meeting was adjourned at 3:00 p.m.

I hereby certify to the correctness of the foregoing:

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

ATTESTED:

  
**ENGR. SAMSON C. LARGO**  
Asst. Prov'l. 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

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

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