



Management System
ISO 9001:2015
www.tuv.com
ID 9109653506



**MINUTES OF THE MEETING
PRE-BID CONFERENCE**

January 14, 2020

9:00 A.M.

2nd Floor, College Library

Name of Projects:

Name of Project : Completion of Central Business Processing Center (Completion of Entrance Pavilion)Main Campus Daet, Camarines Norte with ABC---- P40,000,000.00
Time Started : 9:50 A.M.

Present were:

BAC Members:

- | | | |
|----|---------------------------|-----------------|
| 1. | Dr. Lilibeth A. Roxas – | BAC Chairperson |
| 2. | Mrs. Sheila P. Sapusao | BAC Chairperson |
| 3. | Mrs. Nida T. Pimentel – | BAC Member |
| 4. | Engr. Ronald S. Mancenido | BAC Member |
| 5. | Engr. Genaro B. Balane- | BAC Member |

Technical Working Group: Preparers of the Program of Work
Engr. Richelle C. Vedad Arch Ela N. Bernardo
Engr. Hessa G. Azul Engr. Romulo Z. Villafuerte

Engr. Aileen S. Lladoc
Mrs. Madelon B. Lee

BAC Secretariat:

Eloisa R. Lukban
Jocelyn C. Morada
Ronald Escasinas

Observer: Mr. Fermin L. Orong Representative-Volunteer Against Crime and Corruption

Bidders present:

- | | | |
|----|-------------------------------|---------------------------------------------|
| 1. | Ms. Annalie Byrnes | O.L. De Leon
Construction |
| 2. | Ms. Reinamer Tomas | JAEJR Construction and
Electrical Supply |
| 3. | Ms. Rochelle R. Santos | |
| 3. | Ms. Katrina Francia F. Nebres | Christinajoy Construction |
| 4. | Mr. Melgazar R. Trinidad | Shear Construction |
| 5. | | |
| 4 | Ms. Vilma B. Belen | Enrivel Construction
Corporation |



Management System
ISO 9001:2015
www.tuv.com
ID: 9109653506



Purpose: The conduct of the pre-bid conference is in accordance with Section 22.3 of IRR 9184.

Proceedings:

Dr. Lilibeth A. Roxas, BAC Chairperson presided over the meeting. It was called to order at exactly 9:50 in the morning at the second floor of the College Library. The Head BAC Secretariat reported a 100% attendance, hence, the BAC Chair declared a quorum.

Mrs. Sheila P. Sapusao led the opening prayer. Dr. Roxas recognized the presence of the invited observer, Mr. Fermin L. Orong, in accordance with Section 13 of the Revised IRR of R.A. 9184.

Purpose of the Pre-Bid- Section 22.3 of IRR 9184.

The BAC Chairperson reiterated that the purpose of the pre-bid conference is for clarification of the eligibility requirements as well as the technical and financial component of the project to be bid.

- ❖ It shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions
- ❖ It shall be held at least twelve (12) days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the PhilGEPS posting of the Invitation to Bid (IB)

BID DATA SHEET

Dr. Roxas discussed the pertinent provision stated in the Bid Data Sheet (BDS) based on clauses from the Instruction to Bidders (ITB). She said that the Procuring Entity is the Camarines Norte State College (CNSC) as per ITB Clause 1.1, the project entitled: Completion of Central Business Processing Center (Completion of Entrance Pavilion and Entrep Building).

IDENTIFICATION NUMBER OF THE CONTRACT: CNSC-BPC-2020

ITB CLAUSE – 1.2 THE FUNDING SOURCE

Government of the Philippines (GOP) – 2020 FUND IN THE GENERAL APPROPRIATIONS ACT (GAA)

- ✓ **THE APPROVED BUDGET FOR THE CONTRACT-** She said that the new Approved Budget for the Contract (ABC) is **thirty-seven thousand one hundred thirty thousand one hundred fifty seven and 81/100 (P37,157.81).**

Dr. Roxas reminded the bidder of the ITB provisions 3.1 (b); and 3.1 (c) which states among others that CNSC will reject proposal if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive and obstructive practices in competing Contract.

She said that the funding source is the Government of the Philippines (GOP) – 2020 General Appropriations Act (GAA).

- She further said that ITB Clause 1.51(a)- The Bidder must have an experience of having completed a **Single Largest Completed Contract (SLCC) that is similar** to this Project, equivalent to at least **fifty percent (50%)** of the ABC adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index. However, 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 documents needed to attach in the SLCC are the following:



Management System
ISO 9001:2015
www.tuv.com
ID: 9109653506



1. Copies of notices of award or notices to proceed issued by the owner in accordance with ITB 12.1 (a) (ii.11); and
2. Copy of owner's certificate of final acceptance or certificate of completion and, whenever applicable, the CPES summary final rating, which must be satisfactory, in accordance with ITB 12.1 (a) (ii.11).

ITB clause 8.1 states that Subcontracting is not allowed. It stated in 10.1 that the Procuring Entity's Address is CAMARINES NORTE STATE COLLEGE, F. PIMENTEL AVENUE, DAET, CAMARINES NORTE. All concerns regarding the project to be bid must be addressed to LILIBETH A. ROXAS, Ph.D., BAC CHAIRPERSON, CAMARINES NORTE STATE COLLEGE, F. PIMENTEL AVENUE, DAET, CAMARINES NORTE.

ITB Clause 10.4 – stated herein that Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PHILGEPS.

Also stated in the BDS in the same clause was *“that all concerns regarding the project to be bid must be in writing and must be addressed to DR. LILIBETH A. ROXAS, BAC CHAIRPERSON, Camarines Norte State College.*

The required PCAB License for both projects:

- a. Size Range : Medium A (at least)
- b. License Category: B
- c. Largest Single Project: Above P15M up to P75M
- d. Allowable Range of Contract Cost: Up to 30M

ITB Clause 21 – The address for submission of bids is:

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson
CAMARINES NORTE STATE COLLEGE
DAET, CAMARINES NORTE

The deadline for submission of bids is January 27, 2020- 9:00 A.M.

- According to the BAC Chair the original schedule of the opening of bids is January 27, 2020 at 9:30 A.M.
- ITB Clause 24 – The place of bid opening is **College Board Room**

The date and time of bid opening is : January 27, 2020 at 9:00 A.M.

The bidders were informed that they must submit their bid not later than 9:00 A.M. since this is the deadline even if the opening of the bids is at 9:30 in the morning. Late bids will not be accepted.

ITB Clause 27.3 – Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

Dr. Roxas reminded the prospective bidders that the BAC uses a non-discretionary “pass” or “fail” rating. If the bidder submitted the required document it is rated as “pass”, however, it would be rated as “failed” if the bidder fails to submit the required documents as indicated in the checklist.

PACKAGING AND LABELING

The BAC Vice Chairperson, Mrs. Sheila P. Sapusao discussed the packaging and labelling of bid documents. She said that with the amendment of R.A. 9184 the packaging and labelling of bids is already less stringent. However, bidder must carefully package their bid in order to avoid acknowledging during the process of bidding.



Management
System
ISO 9001:2015
www.tuv.com
ID: 9109653506



She enumerated the checklist of the eligibility and technical as well as the financial documents, viz:

Eligibility Documents:

Class “A” Documents

Legal Documents

1. SEC REGISTRATION (*for corporation*)/DTI (*for sole proprietorship*) of Cooperative Development Authority (CDA)
2. Mayor's Permit –(current and valid) – in case of recently expired Mayor's business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement in accordance with section 34.2.
3. Tax Clearance for Bidding Purposes- current and valid
4. Tax Registration

Class “B” Document For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the Revised IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

Technical Documents:

- **PhilGEPS Certificate of Registration and membership** in accordance with Section 8.5.2 of IRR of R.A. 9184- it must be current and valid- it was also explained to the bidder that if the PHILGEPS Certificate of Registration is Platinum – they are no longer required to submit the basic legal documents such as DTI, Mayor's Permit, Tax Clearance and Tax Registration as well as PCAB License. However, for purposes of validation, if they are willing to submit the said documents during opening of bids, they can do so. They were also reminded that in the second page of the PHILGEPS Registration stated the date of validity of the legal documents, the bidders were asked to review whether the stated legal documents for exemption are still valid during the time of bidding.
- PCAB License and Registration
- Statement of all Ongoing Government and Private Contracts;
- Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid with at least fifty percent (50%) of the amount of the contract to be bid- The BAC attached sample of the SLCC with an indication that the bidder must only state one (1) Single Largest Completed Contract--- bidder who will indicate more than one (1) project will be disqualified for not following instruction. As stated in the BDS that bidders shall submit the required attachment for this particular document. The initial eligibility documents are check during opening of bids. It does not necessarily mean that bidders are already qualified. There is still a process of post qualification wherein the documents and its attachment are carefully scrutinized.
- NFCC Computation must be at least equal to the ABC to be bid – the BAC Chairperson reminded the bidders to check the statement on this particular document wherein it stated that the bidder must attach the copies of the Audited Financial Statement and Income Tax Return.
- JVA, if applicable—JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR
- Bid Security – Bid Securing Declaration or any form; 2% of the ABC for cash, manager's check, bank draft or 5% of the ABC if Surety Bond and as indicated in the Bid Data Sheet (BDS) and Instruction to Bidders;
- Duly signed organizational chart



Management System
ISO 9001:2015
www.tuv.com
ID: 9109653506



- List of Contractor's Personnel to be assigned to the contract
- List of Equipment owned or Lease
- Original copy of duly signed Omnibus Sworn Statements- must be duly signed and notarized
- Authority of the Signatory- must be duly signed and notarized- must be attached even if the owner is present during the opening of bid. The bidders were also informed that should a wife owned the company, then the husband attends the opening of bids, he must present the authority to attend, the husband cannot be considered as owner when there is no proof of ownership in the legal document.
- Affidavit of Site Inspection- must be duly signed and notarized

Documents Comprising the Bid: Financial Component

- Financial Bid Form that includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with ITB clauses 15.1 and 15.4;
- Detailed Estimates
- Cash flow by Quarter Schedule
- Equipment Utilization Schedule
- Manpower Utilization Schedule
- Construction Schedule (Bar Chart for Construction Activities) & S-curve for Financial Requirements ([PERT/CPM Network Diagram and detailed computations of contract time
- Narrative Description of Construction Procedures and Methods

She showed the bidders sample of properly marked and labelled envelopes and a folder with complete table of contents, tab, and signature on all pages.

Mrs. Sapusao discussed and its legal basis for the packaging and labelling of bid documents in accordance with ITB Clause 20.2 as follows:

1. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL -ELIGIBILITY -TECHNICAL COMPONENT, " and the original of their financial component described in ITB Clause 13 in another sealed envelope marked "ORIGINAL -FINANCIAL COMPONENT".
2. The prospective bidders shall submit 5 copies of each of the Technical Component and Financial Component of their bids in separate envelopes respectively. The prospective bidders shall seal and mark the original and the copy of their bids in accordance with the BDS 20.2. In the event of any discrepancy between the original and the copy 1 to 4, the original shall prevail.

ITB Clause 20.3 – Each bidder shall submit one original and four copies of the first and second components of its bid.

Failure to submit the required original Technical Component and the required original copy of Financial Component is a ground for rejection or disqualification of the bid(s).

THE TECHNICAL DESCRIPTION OF THE PROJECT:

Architect Louiebelle Vargas and Engr. Jonel Ferrer discussed the Technical Description of the Project through power point presentation.

Mrs. Sheila Sapusao reiterated the authority of the bidder's representative to present to the Bac before the opening of bids.

The Chairperson said that the BAC will issue a supplemental bid bulletin at least seven (7) days before the submission of bids. For those who have purchase they will be issued Addendum and other modification of the specification of the project should there be any.



Management System
ISO 9001:2015
www.tuv.com
ID: 9109653506



MOVE FOR ADJOURNMENT

Since there were no other topics to be tackled, Mrs. Sapusao moved for the adjournment the meeting, seconded in chorus. The meeting was adjourned at 11:38 in the morning.

Prepared by:

SIGNED

ELOISA R. LUKBAN
Head, BAC Secretariat

NOTED:

SIGNED

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson

MADELON B. LEE
BAC-TWG

SIGNED

SHEILA P. SAPUSAO, MPA
BAC Vice Chairperson

SIGNED

SIGNED

RICHELLE C. VEDAD
BAC-TWG

NIDA T. PIMENTEL
BAC Member

SIGNED

AILEEN S. LLADOC
BAC-TWG

SIGNED

GENARO B. BALANE
BAC Member

SIGNED

HESSA G. AZUL
BAC-TWG

SIGNED

RONALD S. MANCENIDO
BAC Member



Management
System
ISO 9001:2015
www.tuv.com
ID: 9109653506

