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**MINUTES OF THE MEETING (DRAFT ONLY)**  
**PRE-BID CONFERENCE**

December 15, 2020

1:30 P.M.

1<sup>st</sup> Floor, College Library

**Name of Projects:**

Name of Project	:	Completion of Central Business Processing Center, Camarines Norte State College Abaño Campus, Daet, Camarines Norte	P 19,996.572.27
		Completion of Food Service Laboratory and Business Incubation Center, Camarines Norte State College, Main Campus, Daet, Camarines Norte	29,999.506.18
		Completion of Academic Building (Institute of Computer Studies), Camarines Norte State College, Main Campus, Daet, Camarines Norte	29,999.361.43
		Centralized Power House (2MVA with Primary and Secondary Lines, Camarines Norte State College, Main Campus, Daet, Camarines Norte	35,200,000.00
		Construction of Selected Canteens in Labo and Abaño Campus	25,000,000.00
Time Started	:	1:35 P.M.	

**Present were:**

**BAC Members:**

1.	Dr. Lilibeth A. Roxas –	BAC Chairperson
2.	Mrs. Sheila P. Sapusao	BAC Vice Chairperson
3.	Mrs. Nida T. Pimentel –	BAC Member
4.	Engr. Ronald S. Mancenido	BAC Member
5.	Engr. Genaro B. Balane-	BAC Member
6.	Ms. Emmalyn C. Guaves	PMO
7.	Mr. Bryan M. Torres	End-user representative, Completion of Central Business Processing Center, Camarines Norte State College, Abaño Campus, Daet, Camarines Norte
		End-user representative – Construction of Canteens in Labo and Abaño Campus
8.	Ms. Gennevie L. Elep	End-user representative- Completion of Food Service Laboratory and Business Incubation Center
9.	Engr. Ariel Balean	End-user representative – Construction of Canteens in Labo and Abaño Campus
	Technical Working Group:	Preparers of the Program of Work
1.	Engr. Francis F. Villacorta	1. Engr. Julius S. Laborte
2.	Engr. Jackson B. de Chavez	2. Engr. Claudine Lafuerte
3.	Mrs. Madelon B. Lee	3. Engr. Filandro C. Leaño
		4. Engr. Ruth A. Racca
		5. Engr. Julius Laborte



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	6. Arch Monica Badaguas
	7. Engr. Claudine Lafuerte
	8. Engr. Giselle V. del Barrio
	9. Arch Mark Joy Elegido
	10. Engr. Julius Fernan A. Vega
	11. Engr. Carla May Clemente
	12. Arch Louiebelle A. Vargas
	13. Arch. Ela Bernardo

BAC Secretariat:

1.	Eloisa R. Lukban
2.	Jocelyn C. Morada
3.	Ronald Escasinas
4.	Anna Liza J. Salo

Observer: Fermin L. Orong- Volunteer Against Crime and Corruption (VACC)

Bidders present:

1.	Monico A. Jose Paderon	Philians Engineering and Construction Supply
2.	Onofre Caquilala Jr.	Kempal Construction and Supply Corporation
	Antonio B. Teope	Kempal Construction and Supply Corporation
3.	Jorge B. Arañez	First Quantum
4.	Annalie Byrnes	O.L. de Leon Construction
5.	Gerald Rosalinas	Arik Construction
6.	Danilo Rada	Cereno Builders
	Kenneth Arvin G. Velasquez	Cereno Builders
7.	Gloria B. Reyтана	JVM Ceguera Construction and Supply
8.	Denis I. No	CECS
9.	Emerson Zaño	AIE Builders
10.	Jhonel E. Alava	Enrivel Construction
11.	Jeanifer Marantal	Bemkar
12.	Trinidad R.Melgazar	Greatwall Engineering
13.	Monico Jose Paderon	Philians Electrical and Construction Supply
14.	Rochelle Santos	JAEJR Electrical and Construction Supply
15.	Arnol V. Zamora	AVZ Construction and Supply
16.	Clarence Ferrer	R.A. Nolido
17.	Alvin Dagohoy	NJ Construction
18.	Gemma Rica Bernal	Tri-Ex Tower
19.	Lilibeth Manuel	NGS Construction
20.	Melissa M. Gutierrez	Golden Egg Builder
	Rey L. Lagarteja	Golden Egg Builder
21.	Joseph L. Pajarillo	EPL General Construction
22.	Reynaldo Apuya	Bullet Construction
23.	Allan L. Obusan	Yakal Construction

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

**Proceedings:**



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The BAC Chairperson, Dr. Lilibeth A. Roxas, presided over the meeting. It was called to order at exactly 1:35 in the afternoon at the first floor of the College Library. The BAC Chair led the prayer after which requested the Head, BAC Secretariat to check the attendance and reported 100%. Hence, the BAC Chair declared a quorum.

Dr. Roxas said that the BAC invited three (3) observers namely: the Resident Auditor, the representative from United Architects of the Philippines (UAP) and the representative from Volunteer Against Crime and Corruption (VACC). It was only Mr. Fermin L. Orong representative from the VACC that responded to the invitation.

**The House Rules was announced by the BAC Chair as follows:**

The BAC Chair enumerated the house rules for the pre-bid conference as follows:

- Wear your mask and observe social distancing
- Prospective bidders are requested to put their phone on a silent mode
- Prospective bidders are also requested to actively pay attention to the discussion of the project to be bid
- Please observe proper decorum throughout the discussion
- Bidders are encourage to ask questions regarding the procuring entity's requirements for the public bidding

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

The discussion of the pre-bid conference was aided through power point presentation. According to Dr. Roxas the purpose of the pre-bid conference is for clarification of the eligibility and technical requirements of interested bidders. This is in accordance with Section 22 of the Revised IRR of Republic Act (R.A.) 9184. The salient features of the said section were as follows:

- Discussion, clarification and explanation and among other things, eligibility, technical and financial components of the contract to be bid including questions raised during the pre-bid conference.
- The pre-bid conference 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).
- She also stressed that the minutes of the pre-bid conference is available five (5) days after the pre-bid conference and will be made available to prospective bidders within five (5) days upon request.
- The funding source of the projects are all charged in the 2020 GAA Fund.

**Request for Clarification:**

- Request for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- The BAC shall respond to the said request by issuing Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured Bidding Documents, at least seven (7) calendar days before the deadline of the submission and receipt of bids.

The BAC Chair briefly oriented the bidders present regarding the issuance of the GPPB Resolution No. 16-2020 on the New Guidelines in the Preparation of Philippine Bidding Documents (PBDs). She said that the GPPB had already approved the 6<sup>th</sup> Edition of the Philippine Bidding Documents and it was already the same documents issued to interested bidders who have purchased the bidding documents.



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**THE REVISED PHILIPPINE BIDDING DOCUMENTS(PBDs)**- The data below supplied in the previous 5<sup>th</sup> edition was through the use of the Bid Data Sheet (BDS). While in the 6<sup>th</sup> Edition the data is stipulated in the Instruction to Bidders.

#### **INSTRUCTION TO BIDDERS ARE AS FOLLOWS (6<sup>th</sup> Edition)**

The BAC Chairperson discussed the following clauses in the revised Instruction to bidders:

- The bidding requirements for the Project shall be governed by all the provisions of RA 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.
- The bidder, by act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for the Project, such as the location and the nature of the work;
- The procuring entity or P.E. is the CNSC for the two projects as mentioned
- Project identification number of all the projects are stated in the Invitation to Bid (IB)
- CNSC has prescribed that subcontracting is NOT ALLOWED
- Similar Contract – VERTICAL INFRASTRUCTURES
- BID AND BID SECURITY IS VALID 120 DAYS FROM THE OPENING OF BIDS

#### **Amended Forms**

##### **Omnibus Sworn Statements**

The BAC Chair discussed the amended forms of the Omnibus Sworn Statement (OSS). A provision or a statement was added on statement no. 3 of the Omnibus Sworn Statement, **by itself or by relation or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

Also paragraph number 10 was added as follows: **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 3815 s. 1930 as amended, or the Revised Penal Code.**

The BAC Chair also reiterated that CNSC as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of R.A. No. 9184 or other integrity violations in competing for the project.

Dr. Roxas further emphasized that bidders must not be related to the Head of the Procuring Entity, BAC members and Secretariat and TWG. Although in the statement pertains only to the owner that he or she is not related to the above stated personalities within the third degree of affinity or consanguinity. The offense may be done directly or indirectly.

**Bid Data Sheet** – with the approval of the 6<sup>th</sup> Edition of the PBDs the BDS was already trimmed down from 4 pages to not more than 2 pages only. The pertinent clauses are as follows:

- ITB Clause 5.2 – for this particular Project refers to contracts which have the same major categories of work, which shall be all vertical infrastructures



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- The key personnel must meet the required minimum years of experience as follows:

KEY PERSONNEL	GENERAL EXPERIENCE	RELEVANT EXPERIENCE
Project Engineer	At least 2 years of experience	At least 2 years of experience of 2-storey building construction
General Foreman	At least 2 years of experience	At least 2 years of experience of 2-storey building construction
Office Site Engineer	At least 2 years of experience	For Civil Engineer: At least 2 years of experience of 2-storey building construction
Electrical Engineer In-Charge	At least 2 years of experience	For Electrical Engineer: At least 2 years of experience in electrical installation with relevant works in accordance to Philippine Electrical Code (PEC)
Mechanical Engineer In-Charge	At least 2 years of experience	For Mechanical Engineer: At least 2 years of experience in mechanical piping installation and HVAC
Safety Officer	At least 2 years of experience	At least 1 year of experience with 40 hours COSH
Construction Foreman	At least 5 years of experience	At least 5 years of experience of 2-storey building construction
Skilled Laborers	At least 2 years of experience	At least 2 years of experience of 2-storey building construction

**MAJOR EQUIPMENT REQUIREMENT-** according to the Chairperson that equipment requirements are indicated in the Bid Data Sheet, in view of essence of the timelines, these requirements may have been overlooked, hence, the BAC would further review the said requirement, should there will be modification, the BAC will issue Bid Addendum and will be uploaded at the PHILGEPS.



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The bid security must be in the form of a Bid Securing Declaration (BSD) duly notarize or any of the following forms:

#### **ITB CLAUSE 1.10.4**

- Any supplemental/bid bulletin issued by the BAC shall be posted in the PHILGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

#### **SCHEDULE OF PROCUREMENT ACTIVITIES**

The deadline for submission of bids is **December 27, 2020 @ 9: A.M.** at the Records Office, Head of the BAC Secretariat. Late bids will not be accepted.

The opening of bids: **December 27, 2020 (SUNDAY) @ 9:15 A.M in the morning at the 1<sup>st</sup> Floor, College Library.**

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.

The prospective bidders were reminded 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 LABELLING** was discussed by Mrs. Nida T. Pimentel, BAC member- she reminded the bidders of the following relevant provision/clause stated in the bid documents such as:

In accordance with ITB Clause 16, bidders shall do the following:

- ❖ Each bidder shall submit one copy of the first and second components of the bid as stipulated in the revised Instruction to Bidders (ITB)

However, CNSC, Is Requiring Four (4) Copies, Original and Copy 1-3;

- ❖ It must be properly labelled with correct markings such as name and address of the bidder, name of the project, name and address of the BAC Chairperson, Reference Number and the Warning, *DO NOT OPEN BEFORE 9:15 A.M. ON DECEMBER 27,2020* . It must be sealed and signed.
- ❖ It must be properly paginated, with Table of Contents, Tab and Signature on all pages.

Mrs. Pimentel discussed the new checklist of the eligibility and technical and financial documents are as follows:

#### **Eligibility Documents:**

#### **Class “A” Documents**

##### **Legal Documents**

1. PhilGEPS Certificate of Registration and membership - if the SEC Registration, Mayor's Permit or the Tax Clearance as stated in the annex of the Philgeps Certificate has expired.
2. SEC REGISTRATION (*for corporation*)/DTI (*for sole proprietorship*) of Cooperative Development Authority (CDA).



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3. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone or Areas;
4. Tax Clearance for Bidding Purposes per E.O.398 s. 2005 as finally reviewed by the Bureau of Internal Revenue.

**Technical Documents:**

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, **and**
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid except under conditions provided under the rules, SIMILAR TO THE CONTRACT TO BE BID WHOSE VALUE ADJUSTED TO CURRENT PRICES USING THE PSA CONSUMER PRICE INDICES, MUST BE AT LEAST FIFTY PERCENT (50%) OF THE ABC. AGGREGATE CONTRACT OF AT LEAST TWO SIMILAR CONTRACTS APPLIES ONLY TO EXPENDABLE SUPPLIES WHICH IS ONLY FOR GOODS.
- PCAB License and Registration
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; Original copy of Notarized Bid Securing Declaration; **and**
- 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 stamped, received by the BIR.
- JVA, if applicable—JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR

Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid;
- b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- d. Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents:**

1. The prospective bidder's audited financial statements showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
2. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
3. Class "B" Documents- if applicable, duly signed Joint Venture Agreement (JVA) in accordance with R.A. 4566 and its IRR in case the joint venture is already in existence, or
4. Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.



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### The Financial Component:

1. Original of duly signed and accomplished Financial Bid Form; **and**
2. Original copy of duly signed Bill Prices in the Bill of Quantities;
3. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, equipment rentals, used in coming up with the bid.
4. Cash Flow by quarter

**CORRECTIONS** was raised by Engr. Mancenido in the manpower requirements that the relevant experience must be equal or lower on the number of years experience of general experience. He also stressed that Quantity Take Off are no longer issued, the interested bidders be base their estimates on the plan and the general specifications of the project. He also said that in the past the quantity of materials are given, but in order to test and gauge the diligence of the prospective bidders.

The BAC Chair also said that it is the responsibility of the bidders to read and understand the Instruction to Bidders. Failure on their part to comply with the requirements in the bid of the two projects, the BAC must not be held liable for its failure or disqualification.

### THE TECHNICAL DESCRIPTION AND GENERAL SPECIFICATION OF THE PROJECT:

#### COMPLETION OF CENTRAL BUSINESS PROCESSING CENTER, CAMARINES NORTE STATE COLLEGE, ABANO CAMPUS, DAET, CAMARINES NORTE

Engr. Claudine Lafuerte presented the technical description of the project as well the perspective and the plan of the project through power point presentation.

Engr. Melisa Gutierrez from Golden Egg Builder clarified on the list of equipment stated in the Bid Data Sheet wherein the vibro hammer is included. According to Engr. Lafuerte that it is not included, according to the BAC Chair that the BAC Secretariat will review the list of equipment and a Bid Addendum will be uploaded at PHILGEPS and be issued to prospective bidders who have purchased bid documents.

#### COMPLETION OF ACADEMIC BUILDING (INSTITUTE OF COMPUTER STUDIES), Camarines Norte State College, Main Campus, Daet, Camarines Norte.

Engr. Giselle del Barrio presented the technical description of the project as well as the perspective and the plan of the project.

#### COMPLETION OF FOOD SERVICE LABORATORY AND BUSINESS INCUBATION CENTER, Camarines Norte State College, Main Campus, Daet, Camarines Norte

Arch. Badaguas presented the architectural plan of the project while Engr. Julius Vega presented the General Specifications of the Project. It was noted by the representative of the Enrivel Construction Corporation of the plan and specs of the water proofing, if it thus included in the estimates, the response of Engr. Julius Vega was in the affirmative he said that in the estimate of the comfort rooms.

#### CENTRALIZED POWER HOUSE (2MVA with Primary and Secondary Lines), Camarines Norte State College, Main Campus, Daet, Camarines Norte.

Engr. Meljohn Latiza presented the technical description of the project. There were some queries from the prospective bidders regarding the pad mounted drawing that according to the representative of Kempal Construction and Supply Corporation, Engr. Caquilala. However, the BAC Chair said that queries should be officially transmitted to the BAC at least 10 days before the submission





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and opening of bids, while the BAC will respond through the issuance of a Bid Bulletin or Addendum at least seven days before the opening of bids.

**CONSTRUCTION OF CANTEENS IN LABO AND ABANO CAMPUS, CAMARINES NORTE**

The architectural plan was discussed by Arch Elegido while the Technical Specifications was discussed by Engr. Julius Laborte.

**Query from the Bidders:**

Engr. Caquilala from Kempal Construction and Supply Corporation inquired if CNSC is providing soft copy of the plan and the detailed estimates. Engr. Mancenido responded that CNSC will provide the soft copy of the plan on a PDF format however, the detailed estimates are allowed to be issued to prospective bidders.

**MOVE FOR ADJOURNMENT**

Since there were no other topics to be discussed, Mrs. Sheila P. Sapusao moved for the adjournment of the meeting, seconded by Mrs. Nida Pimentel. The meeting was adjourned at 4:15 in the afternoon.

Prepared by:

ELOISA R. LUKBAN  
Head, BAC Secretariat

**NOTED:**

LILIBETH A. ROXAS, Ph.D.  
BAC Chairperson

MADELON B. LEE  
BAC-TWG

SHEILA P. SAPUSAO, MPA  
BAC Vice Chairperson

FRANCIS V. VILLACORTA  
BAC-TWG

NIDA T. PIMENTEL  
BAC Member

AIREEN M. BABAGAY  
BAC-TWG

GENARO B. BALANE  
BAC Member

RONALD S. MANCENIDO  
BAC Member



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