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

June 3, 2020

9:00 A.M.

1st Floor, College Library

Name of Projects:

Name of Project	:	Construction of Food Service Laboratory and Business Incubation Center, Main Campus Daet, Camarines Norte with ABC----	P9,923,633.27
		Construction of Computer Studies Building, Phase I, CNSC, Main Campus, Daet, Camarines Norte	9,993,980.66
Time Started	:	9:40 A.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 |
| | Mr. Ronaldo P. Dando | PMO |
| | Mrs. Gennevie L. Elep | End-user representative- <i>food service bldg</i> |
| | Mrs. Evelyn M. BAesa | End-user representative- <i>computer studies building</i> |
| | Technical Working Group: | Preparers of the Program of Work |
| 1. | Engr. Richelle C. Vedad | Engr. Giselle del Barrio |
| 2. | Engr. Hessa G. Azul | Engr. Romulo Z. Villafuerte |
| 3. | Engr. Aileen S. Lladoc | Engr. Jonnel E. Ferrer |
| 4. | Engr. Jackson B. de Chavea | |
| 5. | Mrs. Madelon B. Lee | |

BAC Secretariat:

1. Eloisa R. Lukban
2. Jocelyn C. Morada
3. Ronald Escasinas

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

Bidders present:

- | | | |
|----|---------------------------|-------------------------|
| 1. | Ms. Leonora delos Santos | Century Glass |
| 2. | Ms. Gemma Villagomez | ELGEM Construction |
| | Ms. Dolores R. Villagomez | A. de Leon Construction |
| 3. | Mr. Melgazar Trinidad | Greatwall Engineering |
| 3. | Mr. Jhun Alegre | Greatwall Engineering |



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4.	Mr. Virigilio de los Santos	JMarbella Construction
5.	Mr. Francis Dave G. Baylon	R & E Builders
6.	Mr. Clarence Ferrer	R.A. Nolido
7.	Ms. Rosalie I. Lopez	YSA Construction
8.	Mr. Alvin S. Dagohoy	NNY Construction and Supply
9.	Ms. Julie-Ann Mojal	AVZ Construction and Supply
10.	Ms. Melissa M. Gutierrez	Golden Egg Builder
11.	Mr. Joseph Lo Pajarillo	EPL Construction

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

Proceedings:

The BAC Chairperson, Dr. Lilibeth A. Roxas, presided over the meeting. It was called to order at exactly 9:45 in the morning at the first floor of the College Library. The meeting started with an opening prayer by the Chairperson herself. The Head BAC Secretariat reported a 100% attendance, hence, the BAC Chair declared a quorum.

According to the BAC Chair 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). However, nobody responded to the invitation.

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:

- That the pre-bid conference shall discuss, clarify and explain among other things, the 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.

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 for the submission and receipt of bids.

1. IDENTIFICATION NUMBER OF THE CONTRACT: **Construction of Food Service Laboratory & Business Incubation Center, Phase 1, CNSC, Main Campus, Daet, Camarines Norte with ABC – P9,923,633.27**

PROJECT REFERENCE NUMBER : CNSFDSR2020

2. **Construction of Computer Studies Building, Phase I, CNSC, Main Campus, Daet, Camarines Norte with ABC– P9,993,986.00**



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PROJECT IDENTIFICATION NUMBER --CNSCOMBLDG202

ITB CLAUSE – 1.2 THE FUNDING SOURCE

Government of the Philippines (GOP) – 2020 FUND IN THE INCOME FUND

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 the Contract.

She said that the bid must be addressed to
DR. LILIBETH A. ROXAS
BAC Chairperson
Camarines Norte State College
Daet, Camarines Norte

The BAC Chairperson further stated queries and other concerns regarding the participation in the bid shall be properly addressed to the BAC Chairperson. The BAC Secretariat is available for any simple clarification the preparation of the bid documents.

The required PCAB License for both projects:

- a. Size Range : Small B (at least)
- b. License Category: C and D
- c. Largest Single Project: Above P15M up to 75M
- d. Allowable Range of Contract Cost: Up to 30M

The Head BAC Secretariat made the correction in the power point presentation specifically letter d. on the SLP of the Single Largest Project (SLP) which is \leq P15M.

SCHEDULE OF PROCUREMENT ACTIVITIES

The deadline for submission of bids is **June 15, 2020 9:00 A.M.** at the Records Office, Head of the BAC Secretariat. Late bids will not be accepted.

The opening of bids: **June 15, 2020 9:30 in the morning at the 1st 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 LABELING

A power point presentation was also used by the BAC Vice Chairperson, Mrs. Sheila P. Sapusao. She 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. Likewise, bidders were also reminded to carefully prepare their bids in order not to be subjected to the execution of acknowledgment of

According to Mrs. Sapusao the checklist of the eligibility and technical and financial documents are as follows:

Eligibility Documents:

Class “A” Documents



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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;
- 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
- 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



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- 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

Mrs. Sapusao discussed the 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).

Mrs. Sheila Sapusao reiterated the authority of the bidder's representative to present to the BAC before the opening of bids. She said the authority must be accompanied or attached a photocopy of the owner and representative Identification showing the signature on it. She further said that for sole proprietorship wherein one of the couple is the proprietor but not the attendee to the opening of bids, the owner husband or wife should authorize his or her husband or wife during the opening of bids otherwise the bid would be disqualified.

THE TECHNICAL DESCRIPTION AND GENERAL SPECIFICATION OF THE PROJECT:

Construction of Food Service Laboratory and Business Incubation Center, Phase I CNSC, Main Campus, Daet, Camarines Norte

Engr. Jonnel Ferrer presented the technical description of the project as well the perspective of the entire building. Since, the project at hand was only Phase I which is charged in Income Fund. He said the Phase II will be immediately proceeded with Phase II charged in GAA.

Construction of Computer Studies Building, Phase I, CNSC, Main Campus, Daet, Camarines Norte

Engr. Giselle del Barrio presented the perspective and general specification of the project. She said that it only covers the foundation of the project in the phase I charged in Income Fund while Phase II is charged in the GAA.

After the presentation, Engr. Mancenido stressed that CNSC no longer issue Quantity Take Off. The bidder would base their detailed estimates in accordance with the issued plans.

Query from the Bidders:



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Mr. Virgilio Santos of JMarbella inquired about the height of piles in the Construction of Food Service Laboratory and Business Incubation Center. According to Engr. Mancenido that the height of piles is indicated in the plans.

Ms. Rosalie Lopez of YSA Construction asked the BAC if it considers submission of 2018 ITR in view of the postponement of filing because of the pandemic. Mrs. Madelon B. Lee said that the BAC accepts 2019 ITR since it is already 2020.

MOVE FOR ADJOURNMENT

Since there were no other topics to be discussed, Engr. Balane moved for the adjournment the meeting, seconded by Mrs. Nida Pimentel. The meeting was adjourned at 10:55 in the morning.

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

RICHELLE C. VEDAD
BAC-TWG

NIDA T. PIMENTEL
BAC Member

AILEEN S. LLADOC
BAC-TWG

GENARO B. BALANE
BAC Member

HESSA G. AZUL
BAC-TWG

RONALD S. MANCENIDO
BAC Member

JACKSON B. DE CHAVEZ
BAC-TWG



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