

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON APRIL 2, 2019, 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. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
ENGR. JOHN MARVIL S. TOBIAS	- Provincial Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Prov'l. 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. AMYLYN R. DY	- SAO/Member, BAC Secretariat
MS. GINA B. RACELIS	- Admin. Officer III/Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Asst. II (Clerk IV)/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- Process Server/ Member, BAC Secretariat
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
MR. EDGAR Z. RAMOS	- Utility Worker I/Member, BAC Secretariat
ENGR. SAHLEE T. YANTO	- Engineer IV/Head, BAC TWG
MS. AIZA P. NAPOLES	- Admin. Officer III/Member, BAC TWG
MR. JOHN ALMAN BALON	- Admin Officer III/Member, TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG

**BIDDER:**

MR. CHRISTOPHER ABLA	- Rep., VC Varin Const. & Hardware Supply
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**ABSENT:**

ENGR. EDEN F. BORJA, DPM	- Prov'l. Gen. Services Officer/BAC Member
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. DOLORES V. LOARES	- SAO/Member, BAC Secretariat
MS. JOANNE E. SERRANO	- Private Secretary II/Member, BAC Secretariat
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC.TWG
ENGR. MARK WILSON M. TORRES	- Engineer III/Member, TWG
MR. GINO VILAFRANCA	- Admin. Assist. II/Member, BAC TWG
MR. URBANO C. LAGRIADA	- Kiwanis Club of Daet

**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.

Engr. Almirante A. Abad, Head, BAC Secretariat made the roll call and informed the Chairperson that four (4) out of five (5) Members of the Bids and Awards Committee were present, hence, there was a quorum.

## **No. 7. Business of the Day**

### **a. Pre-bid Conference for Purchase Request No. 19020503 – One (1) unit Vehicle Brand New**

Atty. Culvera inquired if there were prospective bidders for the aforesaid Purchase Request and there was none, however, he requested the TWG to clarify and explain the requirements, terms and conditions stipulated in the Invitation to Bid. Likewise, to discuss the eligibility requirements and the technical and financial components of the PR subject for Pre-bid.

Mr. John Alman N. Balon, Member TWG clarified and explained the requirements, terms and conditions stipulated in the Invitation to Bid of Purchase Request No. 19030926 – Supply and Delivery of One (1) unit Motor/Service Vehicle, viz:

1. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. Delivery of Goods is required thirty (30) calendar days upon receipt of Purchase Order/Notice to Proceed. 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 Section II, Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Bidding is restricted to Filipino Citizen/sole proprietorship, cooperatives and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. A complete set of Bidding Documents may be acquired by interested bidders on March 21-April 16, 2019 at the Bids and Awards Committee, 2<sup>nd</sup> Floor, Provincial Capitol Building Daet, Camarines Norte and upon payment of the applicable fee for Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00). It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the bidders shall pay the applicable fee for Bidding Documents not later than the submission of their bids.
6. Bids must be duly received by the BAC Secretariat at the address indicated in the ITB on or before April 16, 2019 at 1:30 p.m. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in ITB Clause 18.
7. Bid opening shall be on April 16, 2019, 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. Late bids shall not be accepted.

He also discussed the eligibility requirements, and 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

After which, Mr. Balon informed the Committee that since they are going to purchase AUV Vehicle, they will send again a request to DILG for the issuance of Authority to Purchase. He said that it was inadvertently indicated in the previous request that the vehicle will be used for mass transport which no need for the said authority as per reply of the DILG.


There being no other matters to be discussed the pre-bid conference ends at 2:26 p.m.

I hereby certify to the correctness of the foregoing:

  
**ENGR. ALMIRANTE A. ABAD**  
 Provincial Agriculturist/Head, BAC Secretariat


ATTESTED:

  
**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**  
 Prov'l. Legal Officer/BAC Chairperson