



Bids and Awards Committee

Minutes of the Pre-Bid Conference
Repair/Rehab. of Bongon Hall and Lagman Gymnasium
TNHS Compound, Bangkilingan, Tabaco City
Contract ID No. 009-05-2019-INFRA, ABC; Php 4,995,275.76

May 21, 2019, 9:00 AM

BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

1. Attendees:

BAC Members:

Ricardo B. Arjona	BAC Vice-Chairman
Arch. Franco Bite	BAC Member
Engr. Dindo B. Bongalosa	BAC Member
Sherry Trilles	BAC Member

Technical Working Group/Secretariat:

Luis Melgar	TWG Member
Engr. Roland Garcia	TWG Member
Engr. Zernan Z. Serrano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Randy Mayo	BAC Secretariat

Observers: None

Participating Bidders:

Wind River Court Const., Daraga, Albay
Waterton Const., Daraga, Albay
ODC Const. & Supply, Daraga, Albay
3G Builder & Supply, Legazpi City
Glden Fleece Const. & Supply, Inc., Polangui, Albay
Grerips Const. & Dev't, Legazpi City
Vozcer Const. & Supply, Padang, Legazpi City
Grosin Const. & Supply, Legazpi City
WCVCC Builders, Legazpi City
Capellan Mega Const. Co., Tiwi, Albay
GDBS Builders & Enterprises, Legazpi City
Uptown Builders & Supply, Daraga, Albay

2. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order by Vice Chairman Ricardo B. Arjona at exactly 9:50 in the morning. BAC Chairman Atty. Jovito B. Coderis, Jr. was attending an important business, hence, Vice Chairman Ricardo B. Arjona presided the meeting. With majority of the BAC Members present, a quorum was declared.

3. Digest of the Pre-Bid Conference

- The BAC Secretariat stated the compliance of the BAC with regards to the invitation of observers. It was noted that the observers from PICE- Legazpi Chapter, TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.

- Mr. Ricardo Arjona acknowledged the presence of the representatives of the participating bidders. With his throat not feeling well, he requested Engr. Bongalosa to proceed with the discussion. Engr. Bongalosa made a brief introduction of the project. The secretary was requested to flash the bidding documents in the screen to facilitate the discussion. BAC proceeded with the presentation and discussion of the bidding documents for the procurement at hand. Applicable clarifications and emphasis were likewise made.

Section I-Invitation to Bid	<ul style="list-style-type: none"> No amendments. Emphasis on the following: <ul style="list-style-type: none"> Source of Fund: Special Education Funds (SEF) 2019 Contract Period: 120 cd Schedule of Activities: <ul style="list-style-type: none"> Bid submission – June 03, 2019, 9:00 AM Bid Opening – June 03, 2019, 9:30AM
Section II-Instruction to Bidders	No amendments and clarifications.
Section III-Bid Data Sheet	<p>No amendments.</p> <p>Clarifications on the minimum requirements:</p> <ul style="list-style-type: none"> SLCC – not mandatory, bidder with or without similar contract may participate PCAB License Category: General Engineering, Project Size Range: Building–Small B Minimum Manpower Requirements – Clause 12.1 (b)(ii.2) <ul style="list-style-type: none"> -the key personnel pledged for the project must be specifically named and met the qualification and experience requirements set thereof. Minimum Equipment Required – Clause 12.1(b)(ii.3) <ul style="list-style-type: none"> -each equipment pledged for the project must be duly supported with proof of ownership or lease agreement if under lease.
Section IV-General Conditions of the Project	No amendments and clarifications.
Section V-Special Conditions of the Contract	No amendments and clarifications.
Section VI- Specifications	No amendments. The scope of works to be done for each item project was discussed and explained to the bidder.
Section VII-Drawings	No amendments. The plans and drawings of the project was discussed alongside with the Specifications/Scope of Works
Section VIII-Bill of Quantities	No amendments. The bidder shall strictly use the forms provided without any amendments as to its content and format.
Section IX-Bidding Forms	No amendments. The bidder shall strictly use the forms provided. Also included were the guidelines in the sealing and marking of the bid envelopes.

- It was also clarified that in the preparation of the bid particularly the Detailed Estimates, the VAT and Indirect Cost shall not exceed 5% and 25%, respectively.
- The site inspection of the project was set on May 23, 2019 at 9:00 AM; meeting place is at City Engineering Office.
- The bidder was also reminded of the schedule of bid submission. Any bids received beyond the time of submission will be marked as LATE and will no longer be accepted.
- After the discussion, the bidder’s representatives were asked for clarification on the requirements of the project, however, there was none.

v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 10:37 in the morning.

Prepared by:


MELISSA BRON
BAC Secretariat

Noted:


ROSELYNN R. CHIA
Chief BAC Secretariat

APPROVED:

(OB)

ATTY. JOVITO BRON CODERIS, JR
BAC Chairman


RICARDO B. ARJONA
BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
BAC Member


ARCH. FRANCISCO B. BITE
BAC Member


SHERRY A. TRILLES
BAC Member