



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Fabrication, Supply & Delivery of 2,000 Pieces Wooden Chairs
Schools Division Office, Tabaco City
Contract ID No. 013-08-2019-GOODS, ABC: Php 2,000,000.00
August 28, 2019, 9:30 AM, BAC Conference Room, Tabaco City Hall, Tabaco City

1. Attendees:

BAC Members:

Atty. Jovito Bron Coderis, Jr.	BAC Chairman
Ricardo B. Arjona	BAC Vice Chairman
Arch. Franco Bite	BAC Member
Engr. Dindo Bongalosa	BAC Member

Technical Working Group/Secretariat:

Luis Melgar	TWG Member
Engr. Zernan Serrano	TWG Member
Engr. Myla Broncano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat

Participating Bidders:

Int'l Pecan Disty Inc., Quezon City	Michael Valdez
JM Enterprises, Guinobatan, Albay	Pan Mancera

1. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at 9:30 in the morning. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Coderis was attending an official business and will be arriving late, hence, Vice Chairman Arjona presided the conference.

2. 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 TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- After a brief introduction of the project background, the BAC proceeded with the presentation and discussion of the bidding documents for the project. Clarifications/amendments and emphasis were likewise made, as follows:

Section I-Invitation to Bid	No amendments
Section II-Instruction to Bidders	No other discussions, amendments, and clarifications.
Section III-Bid Data Sheet	Discussion / Clarifications: <ul style="list-style-type: none">◦ ITB Clause 12.1 FIRST ENVELOPE-Technical Component:◦ The Technical Component of Bid (1st Envelope) are as follows:

	<ol style="list-style-type: none"> 1. As per GPPB Circular No. 07-2017, July 31, 2017, the following documents will be submitted as Legal Eligibility Documents: <ol style="list-style-type: none"> a) Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives. b) Mayor's / Business permit issued by the city or municipality where the principal place of business is located. c) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR. 2. In lieu of the above requirements, a bidder may submit a valid PhilGEPS Registration Certificate (Platinum Membership) or a combination of the aforementioned documents if such has been duly updated. 3. Statement of ongoing government and private contracts, similar or not similar in nature – indicate all the required information in the form found in Section VIII of the Bidding Documents as Form 1 and attach the required supporting documents, e.g NOA, PO, NTP. 4. Statement of Single Largest Completed Contract (SLCC) – with a value of at least 50% of the ABC and completed within the past three years from bid opening of the project. The similar contract refers to the supply and delivery of grocery items. This shall be supported with Contract, Certificate of Completion and Acceptance issued by the client, Official Receipt or Sales Invoice. The form for such statement is found in Section VIII of the Bidding Documents as Form 2. 5. NFCC – at least equal to the ABC of the project, or in lieu of NFCC, a bidder may also submit a Credit Line Certificate issued by a Universal or Commercial Bank which must be at least 10% of the ABC. The formula in getting the NFCC is as follows: NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid 6. Audited Financial Statements (AFS), showing, among others, the 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. The AFS shall be for the year ending December 31, 2018. 7. JVA, if applicable;
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	<p>It was clarified that if the bidder is a joint venture or will enter into a Joint Venture, each partner of the JV shall submit the required legal eligibility requirements. For the technical and financial eligibility requirements, any of the joint venture partners may submit and such constitute compliance.</p> <p>8. Bid Security – in the form of Bid Securing Declaration (BSD) or any of the other form mentioned in the Bidding Documents. If BSD is used, it must be duly notarized.</p> <p>9. Technical Specifications- - Under this, there are at least four documents that must be complied with, to wit:</p> <p>(i) Section VI-Schedule of Requirements</p> <p>(ii) Section VI. Technical Specifications</p> <p>(iii) Brochure and Picture of goods offered</p> <p>(iv) Statement of After-Sales Service / Parts</p> <p>10. Omnibus Sworn Statement – should be compliant in substance and in form and duly notarized. For representatives, the statement shall be supported with Special Power of Attorney (SPA) for Sole Proprietorship or Board Resolution/ Secretary's Certificate, for corporation or cooperatives.</p> <p><i>The new standard form of the Omnibus Sworn Statement shall be used, copy of which shall be provided to the bidders.</i></p> <p>SECOND ENVELOPE-Financial Component:</p> <ul style="list-style-type: none"> o The Financial Component of Bid (2nd Envelope) are as follows: <ol style="list-style-type: none"> 1. Duly signed bid form – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative. 2. Duly signed bid prices in the Price Schedule – shall be filled-in in accordance with Clause 15 of the ITB. No column shall be left blank. If no amount is indicated, the bidder should at least put zero (0) or dash (-) signifying that the item is given for free. Otherwise, the bid will be automatically rejected and disqualified. Each page shall be duly signed by the bidder's representative.
Section IV-General Conditions of the Project	No other discussions, amendments, and clarifications.
Section V-Special Conditions of the Contract	No other discussions, amendments, and clarifications.
Section VI-Schedule of Requirements	<p>Clarifications:</p> <ul style="list-style-type: none"> ▪ The bidder is required to signify their compliance with the given schedule of requirements by signing the document Schedule of Requirements, including the drawings (Annex A). ▪ The winning bidder shall upon receipt of the Notice to Proceed (NTP), supply and deliver the item purchased within 60 calendar days, delivered at the DepEd Schools Division Office, San Lorenzo, Tabaco City.
Section VII-Technical Specifications	Clarifications:


	<ul style="list-style-type: none"> ▪ The 2,000 pieces wooden chairs shall have 465 pieces left handed and 1,535 pieces right handed, all with similar design and sizes as indicated in the drawings. ▪ The bidder shall indicate the word "comply" as per given individual parameter if the offered goods comply or meet the given minimum specification or parameter. <p>As indicated in the drawings, the type of woods to be used shall be a tanguile, gemelina or red lauan; the Finishes should be smooth with at least three coating of varnish, maple finish</p> <ul style="list-style-type: none"> ▪ The documents shall be duly signed.
Section VIII-Bidding Forms	<p>Clarifications:</p> <ul style="list-style-type: none"> ▪ Forms provided herein shall be strictly used. No alterations shall be made. Otherwise, the bid will be disqualified. ▪ Bid Form – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative. ▪ Observe proper marking and sealing of bids. The bidder shall submit 1 Original Bid and 2 Copies of the first and second envelope. Each and every page of the Technical and Financial Bid should be duly signed or initialed by the bidder's authorized person.

- It was also clarified to the bidder's representative present that other prospective bidders are still welcome to participate in the bidding and may obtain the bidding documents before the deadline for bid submission.
- The bidders were also reminded of the schedule of bid submission which should be on or before 9:00 AM of September 10, 2019, and the bid opening shall follow at the same date at 9:30 AM. Any bids received beyond the time of submission will be marked as LATE and will no longer be accepted.

V. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the conference was adjourned at 10:25 in the morning.

Prepared by:


MELISSA BIRON
 BAC Secretariat

Noted:


ROSELYN R. CHIA
 Chief BAC Secretariat

APPROVED:


ATTY. JOVITO BRON CODENIS, JR
 BAC Chairman


RICARDO B. ARSONA
 BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
 BAC Member


ARCH. FRANCO B. BITE
 BAC Member


SHERRY A. TRILLES
 BAC Member