



Republic of the Philippines  
Province of Albay  
**CITY OF TABACO**

## **Bids and Awards Committee**

### **Minutes of the Pre-Bid Conference**

**Publication of City Ordinance No.007-2019, entitled: An Ordinance Enacting the  
Tabaco City Investment and Incentives Code (TCHC) of 2018  
Sangguniang Panlungsod, Tabaco City  
Contract ID No. 014-08-2019-GOODS, ABC: Php 924,825.00**

**August 28, 2019, 2:00 PM, 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. Roland Garcia	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

**Observer:** None

##### **Participating Bidders:**

The Bicol Regional Weekly Digest, Legazpi City      Enrico Gonzales

#### **1. Call to Order and Declaration of Quorum**

The Pre-Bid Conference was called to order at 2:25 in the afternoon. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Coderis 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, 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	<b>Discussion / Clarifications:</b> <ul style="list-style-type: none"><li>○ The Technical Component of Bid (1st Envelope) are as follows:</li></ul>

	<ol style="list-style-type: none"> <li>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"> <li>a) Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives.</li> <li>b) Mayor's / Business permit issued by the city or municipality where the principal place of business is located.</li> <li>c) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>4. Statement of Single Largest Completed Contract (SLCC) – with a value of <b>at least 25% of the ABC</b> 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.</li> </ol> <p>Similar Contract pertains to publication services.</p> <ol style="list-style-type: none"> <li>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:             <math display="block">\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] - \text{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}</math> </li> <li>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.</li> </ol> <p><b>The AFS shall be for the year ending December 31, 2018.</b></p> <ol style="list-style-type: none"> <li>7. JVA, if applicable:</li> </ol> <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</p>
--	---

	<p>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, only the following documents must be complied with, to wit:</p> <p>(i) Section VI-Schedule of Requirements</p> <p>(ii) Section VI. Technical Specifications</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><b>SECOND ENVELOPE-Financial Component:</b></p> <ul style="list-style-type: none"> <li>o The Financial Component of Bid (2<sup>nd</sup> Envelope) are as follows: <ul style="list-style-type: none"> <li>1. Duty signed bid form – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative.</li> <li>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.</li> </ul> </li> </ul>
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><b>Clarifications:</b></p> <ul style="list-style-type: none"> <li>▪ The bidder is required to signify their compliance with the given schedule of requirements by signing the document Schedule of Requirements.</li> <li>▪ The winning bidder shall upon receipt of the Notice to Proceed (NTP), publish 3 issues of the Ordinance within 30 calendar days and provide the Procuring Entity through the Sangguniang Panlungsod at least 200 copies per issue of the publication.</li> </ul>
Section VII-Technical Specifications	<p><b>Clarifications:</b></p> <ul style="list-style-type: none"> <li>▪ The bidder shall indicate the word “comply” as per given individual parameter if it will comply or meet the given minimum specification or parameter.</li> <li>▪ The documents shall be duly signed.</li> </ul>
Section VIII-Bidding Forms	<b>Clarifications:</b>



- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>▪ Forms provided herein shall be strictly used. No alterations shall be made. Otherwise, the bid will be disqualified.</li> <li>▪ Bid Form – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative.</li> <li>▪ 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.</li> </ul> |
|--|---|

- 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 1:30 PM 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 3:35 in the afternoon.

Prepared by:

  
**MELISSA BIRON**  
 BAC Secretariat

Noted:

  
**ROSELYN R. CHIA**  
 Chief BAC Secretariat

#### APPROVED:

  
**ATTY. JOVITO BRON CODARIS, JR**  
 BAC Chairman

  
**RICARDO B. ARDON**  
 BAC Vice Chairman

  
**ENGR. DINDO B. BONGALOSA**  
 BAC Member

  
**ARCH. FRANCO B. BITE**  
 BAC Member

  
**SHERRY A. TRILLES**  
 BAC Member