



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Supply & Delivery of Agricultural Equipment, City Agriculture Office, Tabaco City
Contract ID No. 019-11-2020-GOODS, ABC: Php 1,490,000.00

December 01, 2020, 1:30 PM

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

1. Attendees:

BAC Members:

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

Technical Working Group/Secretariat:

Engr. Zernan Serrano	TWG Member
Engr. Myla Broncano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Maria Ailene Bombon	End User's Representative, City Agriculture Office

Observers: None present

Participating Bidders:

GRJC Agri, San Agustin, Camarines Sur – Niña Monte
Brixton Construction & Industrial Supply Corp., San Jose, Pili – Anthony Cantar
AIMS Agri-Ventures, Inc., Naga City – Jem N. Visitacion

2. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at exactly 2:00 o'clock in the afternoon. With all of the BAC Members present, quorum was declared. BAC Chairman, Atty. Jovito Coderis, Jr., presided the conference.

3. Digest of the Pre-Bid Conference

- BAC Chairman Atty. Coderis acknowledged the presence of the representatives of participating bidders. The BAC Secretariat also confirmed the compliance of the BAC with regards to the invitation of observers. It was noted, however, that the observers from TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- Without further ado, the BAC proceeded with the discussion of the project requirements. The secretariat flashed in the screen the bidding documents for the foregoing project.
- Atty. Coderis briefly introduced the project by reading aloud the contents of the Invitation to Bid, emphasizing the important details and requirements of the project included therein.
- The discussion of the Technical Specifications of the goods to be procured followed. It was emphasized that each item has a corresponding budget, hence, the bid of the bidder for each item should not exceed the given budget. Otherwise, their bid will be rejected.

- The bidders were asked if they have any questions or clarifications regarding the specifications of the equipment units. Visitacion, the representative of AIMS asked if they could provide units which have a different technical specifications. The BAC told the bidders that the given specifications are minimum only. They could provide equivalent or higher specification but should not be lower than the given minimum technical specification.

For the Power Tiller, the control handle should have a changeable position of up to 360 degrees. Visitacion asked if they could offer one that has a changeable position of up to 180 degrees only. He explained that whether it is 180-360 degrees, the output is just the same. After hearing his explanation, the body asked the other participating bidder for their opinion regarding the matter. Cantar of Brixton Construction & Industrial Supply Corp. agreed to Visitacion. With no objection to the other participating bidders, the BAC agreed to amend the technical specification of Power Tiller by adding the range of 180-360 degrees for the changeable position of the control handle.

Visitacion also commented on the specifications of the Walk-Behind Rice Transplanter. He said that the specifications under the accessories particularly the manual seeder. The specifications is for the transplanter and not for the seeder.

After reviewing the specifications of the manual seeder, the end-user agreed and said that they failed to notice the error during the pre-procurement conference. Ms. Bombon said that detailed specification for the manual seeder is not necessary. To correct the error, the BAC resolved to amend the technical specification for the manual seeder by removing the given specifications.

- The BAC asked the bidders if they have other clarificatory questions for the technical specifications of the agricultural equipment. They said that they have none and that everything is clear.
- The BAC then proceeded with the discussion of the other parts of the bidding documents, particularly the minimum project requirements and documentary requirements. It was emphasized that the bidding documents has been simplified based on the amended form by the GPPB of the Philippine Bidding Documents (6th Edition). During the discussion, emphasis were made on the following requirements, to wit:
 - For the similar completed contract, the bidder should have at least 50% of the ABC completed within 3 years prior to the deadline for submission and receipt of bids. Similar contract refers to supply & delivery of agricultural equipment.
 - For the conformity with the technical specifications, the bidders are required to include, among other, the certificate of dealership from the manufacturer of the equipment offered. The purpose of this is to ensure that the bidder is authorized to distribute the equipment and repair and maintenance of the units are guaranteed.
 - For the preparation of bid offer, it was emphasized that the bid should not exceed the corresponding approved budget and the budget per item. Otherwise, their bid will be rejected.
 - It was also clarified that several of the prescribed forms used in the preparation of bid had been amended by the GPPB. Hence, the bidders are required to use the amended forms, copy of which are included in the bidding documents issued to bidders.
 - The bidders were instructed to submit one (1) original and two (2) copies of the first and second component of its bid.
- The BAC also explained to the bidders the requirements to be submitted by the bidder declared as the lowest calculated bidder which include the latest income tax returns, BIR certificate of Registration, and the Certification that the agricultural machinery and equipment offered has been tested by AMTEC as required under DA Memo No. 1, March 08, 1993. It was emphasized that the tax returns should be duly filed and paid thru eFPS.
- The bidders were asked again for any questions regarding the requirements. However, none have raised any questions.
- The bidders were then reminded to submit their bid on or before 1:30 PM of December 01, 2020. Submission beyond that time will be considered late and will not be accepted. The bid opening will be at 2:00 PM of the same date.

- The bidders were also reminded to pay the tender fees for them to be considered as participant to the bidding of the project.


v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the pre-bid conference was adjourned at 3:08 in the afternoon.

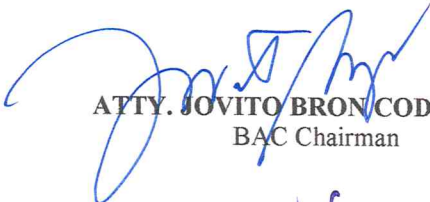
Prepared by:



MELISSA BIRON
BAC Secretariat

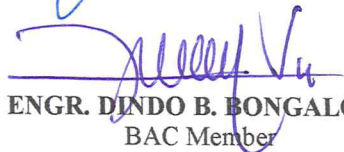
Noted:


ROSELYN R. CHIA
Chief BAC Secretariat

APPROVED:


ATTY. JOVITO BRON CODERIS, JR
BAC Chairman


RICARDO B. ARJONA
BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
BAC Member


ARCH. FRANCO B. BITE
BAC Member


SHERRY A. TRILLES
BAC Member