



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

## **Bids and Awards Committee**

**Minutes of the Pre-Bid Conference**  
**Supply, Delivery & Installation of Furniture & Fixtures**  
**3F Tabaco City Hall Annex Building, Tabaco City**  
**Contract ID No. 001-01-2019-GOODS, ABC: Php 3,115,074.00**

**January 29, 2019, 2:00 PM.**  
**BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City**

### **1. Attendees:**

#### **BAC Members:**

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

#### **Technical Working Group/Secretariat:**

Luis B. Melgar	TWG Member
Engr. Roland Garcia	TWG Member
Engr. Myla Broncano	TWG Member
Engr. Zeman Z. Serrano	TWG Member
Roselyn Chita	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Randy Mayo	BAC Secretariat

**Observers:** None

#### **Participating Bidders:**

Main Interior Concepts	Apple Anne Ambagan
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### **2. Call to Order and Declaration of Quorum**

The Pre-Bid Conference was called to order at 2:35 in the afternoon. With the presence of all BAC Members, 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 TECCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- The BAC presented and explained to the participating bidder the bidding documents of the procurement at hand. Applicable clarifications and emphasis were likewise made.

Section I-Invitation to Bid	No other discussions, amendments, and clarifications.
Section II-Instruction to Bidders	No other discussions, amendments, and clarifications.
Section III-Bid Data Sheet	No amendments. Clarifications: SLCC – Bidder should have a similar contract with a value of at least 50% of the ABC and completed within 3 years prior to the deadline of bid submission.

	<p>Similar Contract – refers to supply, delivery, and installation of furniture &amp; fixtures;</p> <p>Documentary Requirements –</p> <p>Bidders are required to conduct an ocular inspection of the project location. A Certificate of Ocular Inspection shall be issued by the City Engineering Office to those who conducted the inspection. Such certificate shall form part of the bidder's bid under the technical component.</p> <p>Brochure and pictures of the goods offered, manpower requirements and after-sales service/parts shall also form part of the Technical Bid.</p> <p>No other discussions, amendments, and clarifications.</p>
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>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> <li>- This document form part of the technical bid. The scope of work of the project is detailed in this document. The bidder shall certify thereof its compliance with the requirements stated thereof.</li> <li>- Delivery Period – 60 cd from NTP</li> <li>- Place of Delivery – Tabaco City Hall, Tabaco City</li> </ul>
Section VII-Technical Specifications	<p>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> <li>- This document also forms part of the technical bid. The technical specifications of the goods to be delivered or the individual parameter is laid down in this document. The bidder shall indicate in the column opposite each parameter its statement of compliance. The bidder shall also signify thereof its compliance with the given technical specifications.</li> </ul>
Section VIII-Bidding Forms	<p>No amendments.</p> <p>Clarifications:</p> <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>- Schedule of Prices – 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.</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>

- The bidder was also reminded of the schedule of bid submission which should be on or before 9:00 AM of February 11, 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. After the discussion, the bidder's representative was 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 4:30 in the afternoon.

Prepared by:

  
**MELISSA BIRON**  
BAC Secretariat


Noted:

  
**ROSELYNN R. CHIA**  
Chief BAC Secretariat

APPROVED:

  
**ATTY. JOVITO BRON COVERIS, 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