Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Supply of Labor, Materials & Equipment for the Street Illumination, Various Barangays, Tabaco City, Contract ID No. 002-01-2019-INFRA, ABC: Php 23,495,274.25

February 07, 2019, 9:30AM
BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

1. **Attendees:**

BAC Members:

Ricardo B. Arjona	BAC Vice-Chairman
Engr. Dindo B. Bongalosa	BAC Member
Sherry A. Trilles	BAC Member

Technical Working Group/Secretariat/End User:

Engr. Myla Broncano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Pederito Borlagdan	End-User Representative

Observers: None

Participating Bidders:

Rolosa Const. & Supplies, Polangui, Albay
Renbee Construction, Polangui, Albay
Mircons Construction, Polangui, Albay
ZKR Construction, Rawis, Legazpi City
Sulvir Engineering & Construction, Rawis, Legazpi City
REO Builders, Rawis, Legazpi City
LDN Builders & Construction Supply, Libon, Albay
Blackram Builders, Legazpi City
Grosin Const. & Supply, Legazpi City
CTAN Construction, Legazpi City
Herbana Builders & Supply

2. **Call to Order and Declaration of Quorum**

The Pre-Bid Conference was called to order by Vice Chairman Ricardo B. Arjona at exactly ten o'clock in the morning. BAC Chairman Atty. Jovito B. Coderis, Jr. was attending an official 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. A brief introduction of the project was made and the 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	No amendments. Clarification: It was clarified that the project is composed of only one (1) lot but with three (3) item projects. Each item project has a corresponding budget allocation. In the bid preparation, the bid for each item should not exceed the allocated budget per item; otherwise, the bid will be rejected and disqualified. These projects must be completed within 180 calendar days from the receipt of the Notice to Proceed.
Section II-Instruction to Bidders	No amendments and clarifications.
Section III-Bid Data Sheet	No amendments. Clarifications on the minimum requirements: • SLCC – Bidder should have a similar contract with a value of at least 50% of the ABC and completed within the last five (5) years from the date of bid submission. Although, the project category is under Small B categories, the BAC requires that for this particular project the bidder should have a similar completed project. • Similar Contract – refers to similar categories of work: rehabilitation / improvement of street lighting system • PCAB License Category: General Engineering, • Project Size Range: Roads, Highways and pavements –Small B, Electrical Works – Small B • Minimum Manpower Requirements – Clause 12.1 (b)(ii.2) -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) -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. It was clarified that the unit of measure for the Bunkhouse and Health & Safety is not "cu.m." but "months"
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 20%, respectively.

- The site inspection of the project was set on February 13, 2019 at 9:00 AM; meeting place is at City Engineering Office.

- The bidders were also reminded of the schedule of bid submission which should be on or before 9:00 AM of February 21, 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 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 11:40 in the morning.

Prepared by:

MELISSA BIRON
BAC Secretariat

Noted:

ROSELYN 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

(OB)
ARCH. FRANCO B. BITE
BAC Member

SHERRY A. TRILLES
BAC Member