



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**  
**Construction of Various Public Buildings (Cluster 2)**  
Various Barangays, Tabaco City,  
Contract ID No. 003-02-2019-INFRRA, ABC: Php 40,884,601.86

February 22, 2019, 9:30 AM  
BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

### **1. Attendees:**

#### **BAC Members:**

Ricardo B. Arjona	BAC Vice-Chairman
Arch. Franco Bite	BAC Member
Engr. Dindo B. Bongalosa	BAC Member

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

Engr. Myla Broncano	TWG Member
Engr. Zernan Z. Serrano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Randy Mayo	BAC Secretariat

**Observers:** None

#### **Participating Bidders:**

LSL Construction and Supply, Bitano, Legazpi City

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

The Pre-Bid Conference was called to order at by Mr. Ricardo B. Arjona, Vice Chairman at exactly 10:00 o'clock in the morning. BAC Chairman Atty. Jovito B. Coderis, Jr. was attending an official business, hence, Mr. 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.
- The BAC presented and discussed to the participating bidder the bidding documents for the procurement at hand. Applicable clarifications and emphasis were likewise made.


Section I-Invitation to Bid	No amendments. It was clarified that the project is composed of only one (1) lot but with seven (7) item project. 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.
Section II-Instruction to Bidders	No amendments, and clarifications.
Section III-Bid Data Sheet	No amendments.


	<p>Clarifications on the minimum requirements:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Similar Contract – refers to similar categories of work: rehab/improvement/construction of buildings.</li> <li>• PCAB License Category: General Engineering, Project Size Range: Building – Medium A</li> <li>• Minimum Manpower Requirements – Clause 12.1 (b)(ii.2) <ul style="list-style-type: none"> <li>- For the First Aiders, they must have Certificates of Trainings, and ID from Red Cross; First Aider with NO EXPERIENCE is allowed.</li> </ul> </li> <li>• Minimum Equipment Required – Clause 12.1(b)(ii.3)</li> </ul>
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.
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 bidder was also reminded of the schedule of bid submission which should be on or before 9:00 AM of March 07, 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 11:15 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

  
ARCH. FRANCO B. BENE  
BAC Member

  
SHERRY A. TRILLES  
BAC Member