



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
Rehabilitation/Improvement of Water System
Various Barangays, Tabaco City,
Contract ID No. 004-02-2019-INFRA, ABC: Php 20,373,384.27

February 22, 2019, 2:00 PM
BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

1. Attendees:

BAC Members:

Atty. Jovito BronCoderis, Jr.	BAC Chairman
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:

Waterton Const., Daraga, Albay
QDC Const. & Supply, Daraga, Albay
Wind River Court Const., Daraga, Albay
NVF Const., Naga City
Vozcer Const. & Supply, Padang, Legazpi City
Grelips Const. & Dev't, Legazpi City
Grandrise Const., Legazpi City
CBC Const. & Supply, Legazpi City
Lienel Builders & Supply, Legazpi City

2. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at by Vice Chairman Ricardo B. Arjona at exactly two o'clock in the afternoon. BAC Chairman Atty. Jovito B. Coderis, Jr. was attending an important business and has informed of his late arrival, 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. It was clarified that the project is composed of only one (1) lot but with thirteen (13) 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: <ul style="list-style-type: none"> • 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. • Similar Contract – refers to similar categories of work: rehabilitation / improvement of water system • PCAB License Category: General Engineering, Project Size Range: Water Supply–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.
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 27, 2019 at 9:00 AM, meeting place is at City Engineering Office.
- The bidder was also reminded of the schedule of bid submission which should be on or before 9:00 AM of March 08, 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 4:25 in the afternoon.

Prepared by:


MELISSA BIRON
BAC Secretariat


Noted:


ROSELYN R. CHIA
Chief BAC Secretariat

APPROVED:


ATTY. JOVITO BRON CODERRIS, JR
BAC Chairman


RICARDO B. ARJONA
BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
BAC Member


ARCH. FRANCO B. BITE
BAC Member

ON LEANE
SHERRY A. TRILLES
BAC Member