



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

## **Bids and Awards Committee**

---

Excerpts from the minutes of the meeting held on February 26, 2019 at 2:00 o'clock in the afternoon at BAC Conference Room, Tabaco City Hall, Tabaco City.

### **1. Attendees:**

#### **BAC Members:**

Atty. Jovito Bron Coderis, Jr.	BAC Chairman
Engr. Dindo B. Bongalosa	BAC Member
Arch. Franco Bite	BAC Member

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

Engr. Myla Broncano	TWG Member
Engr. Roland Garcia	TWG Member
Luis Melgar	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancha	BAC Secretariat
Melissa Biron	BAC Secretariat
Randy Mayo	BAC Secretariat

**Observers:** None

#### **Participating Bidders:**

Sulvir Engineering & Construction, Rawis, Legazpi City  
3CA Builders, Rawis, Legazpi City

### **1. Agenda:**

- a. Pre-Bid Conference: Supply of Labor, Materials & Equip. for Various Electrification Projects, Various Barangays, Tabaco City, Contract ID No. 005-02-2019-INFRA, ABC: Php 14,508,792.72
- b. Bid Evaluation: Supply of Labor, Materials & Equip. for the Street Illumination, Various Barangays, Tabaco City, Contract ID No. 002-01-2019-INFRA, ABC: Php 23,495,274.25

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

The meeting was called to order at 2:15 in the afternoon. With the presence of the majority BAC Members, quorum was declared. BAC Chairman Atty. Coderis presided the meeting.

### **3. Digest of the Meeting**

*Pre-Bid Conference: Supply of Labor, Materials & Equip. for Various Electrification Projects  
Various Barangays, Tabaco City, Contract ID No. 005-02-2019-INFRA, ABC: Php 14,508,792.72*

- 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, TFECCCI, PRKM, and COA who were duly notified and invited for the activity were not present.
- Atty. Coderis 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 several 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 120 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"> <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: Electrification / Street Illumination / Electrical Works</li> <li>• PCAB License Category: General Engineering,</li> <li>• Project Size Range: Electrical Works – Small B</li> <li>• 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.</li> <li>• Minimum Equipment Required – Clause 12.1(b)(i.3) -each equipment pledged for the project must be duly supported with proof of ownership or lease agreement if under lease.</li> <li>• The documentary requirements were enumerated in Clause 12.1 of the Bid Data Sheet for the Technical Component and Clause 13 of the Instruction to Bidders for the Financial Component.</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	It was emphasized that the site of the project are mostly at the island barangays (San Miguel Island) of Tabaco City. Hauling of the materials would be a bit expensive.
Section VIII-Bill of Quantities	No amendments. The plans and drawings of the project was discussed alongside with the Specifications/Scope of Works
Section IX-Bidding Forms	No amendments. It was emphasized that the bidder shall strictly use the forms provided without any amendments as to its content and format. 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 bidders were told that if they wanted to visit the site, they may request for an assistance at the City Engineering Office and that a Certificate of Site Inspection will be issued them. However, if they will personally visit the site, they are required to execute an Affidavit of Site Inspection which shall be included in their bid.
- The bidders were also reminded of the schedule of bid submission which should be on or before 9:00 AM of March 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 representatives were asked for clarification on the requirements of the project, however, there was none. The pre-bid conference was ended and the bidders were dismissed.
- The BAC proceeded with the next agenda.


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


x x x x

#### 4. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 4:40 in the afternoon.

Prepared by:

  
**MELISSA BRON**  
BAC Secretariat

Noted!  
  
**ROSEILYN R. CHIA**  
Chief BAC Secretariat

#### APPROVED:

  
**ATTY. JOYITO BRON CODRARIS, JR**  
BAC Chairman

*(on leave)*  
**RICARDO B. ARJONA**  
BAC Vice Chairman

  
**ENGR. DINDO B. BONGALOSA**  
BAC Member

  
**ARCH. FRANCO B. BITTE**  
BAC Member

*(on leave)*  
**SHERRY A. TRILLES**  
BAC Member