



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

**Minutes of the Pre-Bid Conference
Supply & Delivery of One Unit Brand New Water Tanker, CEO, Tabaco City
Contract ID No. 016-09-2019-GOODS, ABC: Php 3,278,000.00**

September 17, 2019, 2:00 PM, BAC Conference Room, 2F Annex Bldg., City Hall, Tabaco City

1. Attendees:

BAC Members:

Ricardo B. Arjona
Arch. Franco Bite
Engr. Dindo B. Bongalosa

BAC Vice Chairman
BAC Member
BAC Member

Technical Working Group/Secretariat:

Luis Melgar
Engr. Roland Garcia
Engr. Zernan Serrano
Engr. Myla Broncano
Roselyn Chia
Victoria Rowena Asancha
Melissa Biron

TWG Member
TWG Member
TWG Member
TWG Member / End User Representative
Chief BAC Secretariat
BAC Secretariat
BAC Secretariat

Observer: None

Participating Bidders:

Hyundai Laguna, Inc., Binan, Laguna
JYQ Enterprises, Tabaco City

- John Mark Fernandez / Aigem Layacan
- Dominga Barsaga

1. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at 2:30 in the afternoon. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Jovito B. Coderis was on leave, hence, BAC Vice Chairman Ricardo Arjona presided the conference.

2. Digest of the Pre-Bid Conference

- Upon inquiry of Mr. Arjona, the BAC Secretariat stated the compliance of the BAC with regards to the invitation of observers. It was noted however that the three (3) observers from TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- After the introduction of the BAC members and the acknowledgement of the participating bidders, the BAC proceeded with the presentation and discussion of the bidding documents for the project.

Section I-Invitation to Bid

The Invitation to Bid was read aloud. Emphasis were made on the following information, to wit:

- Contract/Project Name: Supply & Delivery of One Unit Brand New Water Tanker, CEO, Tabaco City
- Contract ID No. 016-09-2019-GOODS
- Approved Budget for the Contract (ABC): Php 3,278,000.00
- Source of Funds: 20% City Development Fund (CDF) 2019

- o Delivery Period: Ninety (90) calendar days from receipt of Notice to Proceed
- o Technical Description of Goods/Services:
 - One Unit Brand New Water Tanker Specifications:
 - Engine: Euro 4, Type-4 cylinder, Turbo-Intercooler, Common-rail direct Injection, Blue Power Diesel Engine; Bore & Stroke (mm): 115x125; Displacement (cc): 5,193; Max Output KW (ps)/rpm: 114 (155.0)/2,600; Alternator: 24V / 90A.
 - Fuel Capacity: 100L
 - Transmission: Type: 6 speed Manual Transmission; Final Gear Ratio: 5.571
 - Tire & Wheel: Tire: 7.50-16-14PR; Number of Tires: 7 (seven) including spare tire
 - Brake: Service-Drum Type, Hydraulic; Auxiliary: Exhaust Brake; Parking: Center Brake Suspension: Front & Rear: Multi-Leaf Spring
 - Electrical: Battery- 80D26Lx2.
 - Convenience: Audio-Tuner Radio with USB, 2 speaker; Air conditioning System-Included; Cab window: Power Window; Cab Door: Central Door Lock
 - Water Tanker Specifications: Capacity: 4,000 liters with 2 division (2,000 ltrs & 2,000 ltrs); Stainless steel 3mm TIG Welded with bended front/rear/shell cover Aluminum Manhole; Bronze Gate Valve: Standard Size-2-1/2"; Fire Hydrant Compatible Fittings: 2-1/2" with 3.0m x 2-1/2"Ø Rubber Hose, 10 HP Diesel Water Pump with Steel Protective Box; With Fabricated Cabin for Service Crew; Side Hose Box: 2 units; Discharge Valve: standard Size-1-1/2".
 - Standard Tools & Box
 - 2 set Firehose, Double Jacket (50ft) with Plastic Pistol Grip
 - 1 set water Faucet at the rear of the cab (5 units)
 - Emergency Beacon Light (front/rear/side)
 - DOT- 2 ReflectORIZED Sticker
 - Plus: LGU Logo & Nametag & color
 - Warranty: 3 years and unlimited mileage
 - Including LTO Registration for 3 years

The BAC explained to the participating bidders that the technical specifications in the bidding documents is the minimum requirements of the unit required which must be met by the unit they will offer. Thus, each individual parameter given must be carefully evaluated. Any offer which is below the requirement shall be rejected; however, if what is offered contains a much higher specification and more advantageous to the government, it shall be accepted.

- o Bidding Documents fee: Five Thousand Pesos (Php 5,000.00) – Non-refundable
- o Schedule of Bidding Activities:

Bid Particulars	Date/Time/Place
1) Issuance of Bid Documents	September 09-27, 2019, 9:00AM-4:00 PM, BAC Secretariat, City Legal Office, 2F Annex Building, City Hall, Tabaco City
2) Submission of Bids	September 30, 2019, 1:30PM, BAC Conference Room, Mezz. Flr., City Legal Office, 2F Annex Building, City Hall, Tabaco City
3) Opening of Bids	September 30, 2019, 2:00PM, BAC Conference Room, Mezz. Flr., City Legal Office, 2F Annex Building, City Hall, Tabaco City

The bidders were reminded that if the bids were received beyond 1:30PM of September 30, 2019, their bid will be marked LATE and not considered for the bidding.

Section II – Instruction to Bidders

It was explained that Section II contains the general instruction to the bidder and any amendments thereof is found in Section III-Bid Data Sheet.

Section III- Bid Data Sheet

During the discussion, it was explained that most of the data in this Section is also found in Section I. It was emphasized however that the specific requirements of the project and the instruction in their preparation of bid proposal is embodied in this Section particularly the documentary requirements to be submitted which were enumerated in Clause 12.1 thereof.

It was explained that two envelope system is used. The first envelope contains the Eligibility and Technical components while the second envelope contains the Financial Component.

FIRST ENVELOPE-Technical Component:

- o The Technical Component of Bid (1st Envelope) are as follows:

Eligibility Documents:

As per GPPB Circular No. 07-2017, July 31, 2017, the following documents will be submitted as Legal Eligibility Documents:

1. Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives.
2. Mayor's / Business permit issued by the city or municipality where the principal place of business is located.
3. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

The bidders were reminded to ensure that the foregoing documents were all valid and current at the time of submission and opening of bid. Otherwise, their bid will be disqualified.

4. In lieu of the above requirements, a bidder may submit a valid PhilGEPS Registration Certificate (Platinum Membership) or a combination of the aforementioned documents if such has been duly updated.

It was explained that the previous requirements may be replaced by a valid and current PhilGEPS Registration Certificate in Platinum Membership, or if any of those requirements has already expired and not yet updated in the PhilGEPS, the bidder may submit a combination of the PhilGEPS registration certificate and any of these documents.

5. a.) Statement of ongoing government and private contracts, similar or not similar in nature – indicate all the required information in the form found in Section VIII of the Bidding Documents and shall be supported with NOA and/or Contract/PO, NTP issued by the owner, and/or Certificate of Accomplishment signed by the owner.

It was emphasized that the statement of all on-going contracts should be declared by the bidder because the total value of outstanding work is used in the computation of the NFCC. If upon verification of the BAC that the bidder failed to declare any project as on-going, it shall be subject to disqualification. The bidders were also reminded to fill in the required information in the forms provided for this purpose as well as to attach the required supporting documents.

- b.) Statement of Single Largest Completed Contract (SLCC) – with a value of **at least 50% of the ABC** and completed within the past three years from bid opening of the project. The form for such statement is also found in Section VIII of the Bidding Documents.

The similar contract refers to the **supply and delivery of heavy equipment**. This shall be supported with Contract, Certificate of Completion and Acceptance issued by the client, and/or Official Receipt or Sales Invoice issued for the contract.

The bidders were likewise reminded to provide the required information in the given forms.

6. NFCC – at least equal to the ABC of the project, or in lieu of NFCC, a bidder may also submit a Credit Line Certificate issued by a Universal or Commercial Bank which must be at least 10% of the ABC. The formula in getting the NFCC is as follows:

$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started,\ coinciding\ with\ the\ contract\ to\ be\ bid$

It was explained that the bidder should be able to show that it has an NFCC of at least equal to the ABC of the project which may be computed using the formula provided. In case, upon computation the NFCC resulted to a lesser amount than the required, the bidder has the option to submit a Credit Line Certificate issued by Universal or Commercial Bank with an amount of at least 10 % of the ABC.

7. Audited Financial Statements (AFS), showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

The applicable AFS shall be for the year ending December 31, 2018. The bidders were reminded to ensure that the document submitted bears the stamped "received" by the BIR or its duly accredited or authorized institution.

8. JVA, if applicable;

It was clarified that if the bidder is a joint venture or will enter into a Joint Venture, each partner of the JV shall submit the required legal eligibility requirements. For the technical and financial eligibility requirements, any of the joint venture partners may submit and such constitute compliance.

The bidders were asked if they intend to enter into a joint venture for this project. It was explained that this particular document (Joint Venture Agreement or JVA) applies only to those who will enter a joint venture. The bidders said that they are not entering into a joint venture agreement.

Technical Documents:

1. Bid Security – in the form of Bid Securing Declaration (BSD) or any of the other form mentioned in the Bidding Documents. If BSD is used, it must be duly notarized.

It was explained that there were four (4) forms of bid security which the bidder may opt submit. The first three (3) involves money: at least 2% of the ABC for Cash or Cashier/ Manager's Check, Bank Draft/guarantee or irrevocable letter of credit, and at least 5% of the ABC for Surety bond callable upon demand issued by a surety or insurance company. The fourth option is the Bid Securing Declaration (BSD) which the bidder executes before a notary public. This document has a prescribed form provided by the GPPB and shall be used by the bidder without altering any of the statements thereof.

2. Conformity with technical specifications, which includes the following documents:

- (i) Section VI-Schedule of Requirements;
- (ii) Section VI. Technical Specifications;
- (iii) Brochure and Pictures of goods offered;
- (iv) Manpower Requirements; and
- (v) After Sales Service / Parts

It was explained that the foregoing documents are used to determine whether the bidders comply with the minimum technical specifications of the goods for procurement.

For the Schedule of Requirements, it includes the description of the goods under procurement as well as the date and place of delivery. The bidder shall not make any changes to this document but has to print and certify by signing the document that they will comply the requirements indicated therein.

For the Technical Specifications, it was explained that it bears the individual parameters of the goods under bid. The bidder must indicate in the corresponding column whether the goods they offer complies with the

given minimum parameter by indicating the word “comply” across that specific parameter. The bidder shall also indicate the brand of the unit they are offering. The documents shall be duly signed by the bidder’s representative.

Brochure and picture of the goods offered shall also be submitted. It will served in the verification whether the bidder actually conform with the minimum technical specification of the goods under bid.

For the Manpower Requirements, the bidder is required to submit a statement that it has the manpower to supply and deliver the required goods.

The Statement of After-Sales Service / Parts is the bidder’s statement of warranty or after sales service/parts for the goods offered.

3. Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (Omnibus Sworn Statement)

The prescribed form for this requirement is included in Section VIII of the bidding Documents. The bidder shall edit the prescribed form by filling in the required information and shall ensure that the form is compliant in substance and in form. It shall also duly notarized by a notary public. For representatives, the statement shall be supported with Special Power of Attorney (SPA) for Sole Proprietorship or Board Resolution/ Secretary’s Certificate, for corporation or cooperatives.

SECOND ENVELOPE-Financial Component:

- o The Financial Component of Bid (2nd Envelope) are as follows:

1. Duly signed bid form

The prescribed form is also provided in Section VIII of the bidding documents. The bidder was reminded that a portion of the document needs to be edited depending on the form of their business. However, they are also reminded not to alter the prescribed form and to ensure that each and every page of the Bid form including the attached Schedule of Prices should be duly signed by the bidder’s representative. Otherwise, the bid will be rejected and disqualified.

2. Duly signed bid prices in the Price Schedule

This shall be filled-in in accordance with Clause 15 of the Instructions to Bidders. 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. Each page shall be duly signed by the bidder’s representative.

The bidders were also reminded that related Forms for the above-requirements are found in Section VIII-Bidding Forms.

Clause 20.3 was also emphasized which states that each Bidder shall submit one (1) original and two (2) photocopies of the first and second components of its bid. The original copy of the legal documents which cannot be submitted should be stamped and signed as “Certified True Copy of the Original” by the authorized representative of the Bidder.

The post-qualification documents which shall be required for submission by the bidder with the lowest calculated bid are enumerated in Clause 29.2, to wit:

1. Latest income/business tax returns filed and paid thru the EFPS for the past six months;
2. BIR Registration Certificate;
3. Certificate of PhilGEPS Registration (Platinum Membership), if the bidder submitted only its Class “A” Documents in its Eligibility and Technical Components.

Section IV- General Conditions of the Contract

The provisions thereof shall apply to the bidder who is awarded the contract.

<p>It was emphasized that payment of the contract price shall be made only upon Certification of the City Mayor that the Goods/Services had been rendered or delivered and had been duly inspected and accepted.</p> <p>It was explained that any amendments to this Section is found in Section V.</p>
<p>Section V- Special Conditions of the Contract</p> <p>It was explained that there isn't much changes made in the General Conditions of the Contract.</p>
<p>Section VI-Schedule of Requirements</p> <p>This is among the requirements to be submitted by the bidder. It contains the specific requirements of the project subject to the compliance of the bidder. It was emphasized that no changes shall be made in this particular document. The bidder shall simply print and sign the document signifying its compliance with the requirements indicated thereof.</p>
<p>Section VII- Technical Specifications</p> <p>This is also among the documents to be submitted by the bidder. It consist the minimum individual parameter of the goods/services which much be complied with by the bidder. The bidder shall indicate thereof if said parameter is complied with. The document shall also be duly signed by the bidder.</p>
<p>Section VIII-Bidding Forms</p> <p>These are the template of Forms to be used by the bidder in its preparation of its bid proposal. It includes the following:</p> <p>FORM 1 – Statement of All Ongoing Contracts</p> <p>FORM 2 – Statement of Single Largest Completed Contract (SLCC)</p> <p>FORM 3 – Net Financial Contracting Capacity (NFCC)</p> <p>FORM 4 – Bid Securing Declaration- if opted to be used, this shall be duly signed by the bidder before a notary public. No changes shall be made to the standard template. Otherwise, the bid will be rejected.</p> <p>FORM 5 – Omnibus Sworn Statement- this shall be edited by the bidder only as to the applicable information required. All nine statements should be present in the final document. The document shall be duly signed by the bidder before a notary public.</p> <p>FORM 6 – Bid Form – the form is standard and shall not be changed except for the paragraphs which requires editing particularly the Bid Amount in words and in figures, the Commissions or gratuities, if any, and the certification/confirmation of the signatory of the authority to represent the company. The rest of the statement shall remain. Emphasis was also made that each pages of this document including the Schedule of Prices shall be duly signed; otherwise, their bid will be rejected.</p> <p>FORM 7 – Schedule of Prices – this shall be filled in as per ITB Clause 15.2. It was explained that each column shall be filled in with the required information. It was emphasized that if a required item is provided, but no price is indicated, the same shall be considered as non-responsive and will be automatically disqualified. But specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government.</p> <p>FORM 8 – Contract Agreement – this shall not be included in the bid proposal. It only serves as a template of the contract in case the project is awarded to the bidder.</p> <p>Guidelines –Envelope Markings and Sealing of Bids – this is the template of envelope markings and sealing of bids which the bidder may use as guide in their bid preparation.</p>

- After confirming to the bidder that it has no more questions or clarification for the project, the BAC clarified that project is still for participation of other interested bidder who may obtain the bidding documents before the deadline for bid submission.
- The bidders were likewise informed that the invitation to Bid and the Bidding Documents is duly posted in the PhilGEPS website and LGU website. In case they are yet to decide in buying the bidding documents they

can freely download the bidding documents at the said website and review the same before they pay the tender documents fee and officially participate in the bidding before the deadline for submission.

- Before the end of discussion, the bidder was reminded of the schedule of bid submission which will be on or before 1:30 PM of September 30, 2019, and the bid opening shall follow at the same date at 2:00 PM. Any bids received beyond the time of submission will be marked as LATE and will no longer be accepted.

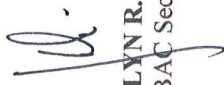
v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the conference was adjourned at 3:34 in the afternoon.

Prepared by:


MELISSA BIRON
BAC Secretariat

Noted:



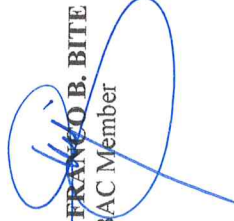
ROSELYN R. CHIA
Chief BAC Secretariat

APPROVED:

(OB)
ATTY. JOVITO BRON CODERIS, JR
BAC Chairman


ENGR. DINDO B. BONGALOSA
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