



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Publication of City Ordinance No. 020-2018, entitled: An Ordinance Enacting the
2018 Revenue Code of the City of Tabaco, Sangguniang Panlungsod, Tabaco City
Contract ID No. 025-11-2019-GOODS, ABC: Php 3,547,908.00

December 06, 2019, 9:30 AM, BAC Conference Room, Tabaco City Hall, Tabaco City

1. Attendees:

BAC Members:

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

Technical Working Group/Secretariat:

Luis Melgar	TWG Member
Engr. Roland Garcia	TWG Member
Roselyn Chia	Chief BAC Secretariat
Melissa Biron	BAC Secretariat
Glenda B. Pantì	End-User Representative, SP Secretariat

Observer: None

Participating Bidders:

The Bicol Regional Weekly Digest, Legazpi City Enrico Gonzales

1. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at 9:45 in the morning. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Coderis presided the conference.

2. 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 however that the observers from TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- It was explained that the original schedule of the pre-bid conference was postponed and moved due to the recent rampage of typhoon to the Province of Albay. The change in the pre-bid conference schedule will also result to the resetting of the date of the bid submission and opening. The dates will be discussed afterwards.
- For the requirements of the project, the bidder present was informed that the documents which will compose its bid proposal are just the same the previous biddings for publication of ordinances. Nevertheless, 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: Publication of City Ordinance No. 020-2018, entitled: An Ordinance Enacting the 2018 Revenue Code of the City of Tabaco, Sangguniang Panlungsod, Tabaco City
- Contract ID No. 025-11-2019-GOODS

- o Approved Budget for the Contract (ABC): Php 3,547,908.00
- o Source of Funds: General Fund 2019
- o Delivery Period: thirty (30) calendar days from receipt of Notice to Proceed
- o Technical Description of Goods/Services:

Qty	UoM	Description
3	issues	Publication of City Ordinance No. 020-2018, entitled: An Ordinance Enacting the 2018 Revenue Code of the City of Tabaco.

Print Size: 12,448.80 col-cm

Font size: 9

Publication Period: Three (3) consecutive weeks.

1,000 copies per issue shall be provided to the City Government of Tabaco.

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

Bid Particulars	Date/Time/Place
1) Posting of the ITB	November 25, 2019
2) Issuance of Bid Documents	November 25-December 13, 2019, 9:00AM-4:00 PM, BAC Secretariat, City Legal Office, 2F Annex Building, City Hall, Tabaco City
3) Pre-Bid Conference	December 03, 2019, 9:30am, BAC Conference Room, Mezz. Flr., City Legal Office, 2F Annex Building, City Hall, Tabaco City
4) Submission of Bids	December 16, 2019, 9:00AM, BAC Conference Room, Mezz. Flr., City Legal Office, 2F Annex Building, City Hall, Tabaco City
5) Opening of Bids	December 16, 2019, 9:30AM, BAC Conference Room, Mezz. Flr., City Legal Office, 2F Annex Building, City Hall, Tabaco City

The date of bid submission and opening will be moved from December 16, 2019 to December 20, 2019. It was explained that change on the date will be posted through a Supplemental Bid Bulletin.

The participating bidder clarified that the number of copies to be delivered after issue of the publication is 1,000 per copies. With three (3) issues, the total copies of published ordinance is 3,000 copies.

It was also explained that the presentation of the technical description was changed. The quantity is no longer the number of column-centimeter but rather, it is now made into the number of issues required.

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 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 envelop contains the Financial Component.

FIRST ENVELOPE-Technical Component:

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

Eligibility Documents:

1. As per GPPB Circular No. 07-2017, July 31, 2017, the following documents will be submitted as Legal Eligibility Documents:
 - a) Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives.
 - b) Mayor's / Business permit issued by the city or municipality where the principal place of business is located.
 - c) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
2. 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.
3. 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 as Form I and attach the required supporting documents, e.g NOA, PO, NTP.
4. Statement of Single Largest Completed Contract (SLCC) – with a value of **at least 25% of the ABC** and completed within the past three years from bid opening of the project. The similar contract refers to the supply and delivery of grocery items. This shall be supported with Contract, Certificate of Completion and Acceptance issued by the client, Official Receipt or Sales Invoice. The form for such statement is found in Section VIII of the Bidding Documents as Form 2.

Similar Contract pertains to publication services.

5. 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

6. 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 AFS shall be for the year ending December 31, 2018.

7. 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.

Technical Documents:

8. 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.
9. Technical Specifications-Under this, only the following documents must be complied with, to wit:
 - (i) Section VI-Schedule of Requirements
 - (ii) Section VI. Technical Specifications
10. Omnibus Sworn Statement – should be compliant in substance and in form and duly notarized. 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 – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative.
 2. Duly signed bid prices in the Price Schedule – shall be filled-in in accordance with Clause 15 of the ITB. 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.

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.

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.

It was explained that any amendments to this Section is found in Section V.

Section V- Special Conditions of the Contract

It was explained that there isn't much changes made in the General Conditions of the Contract.

Section VI-Schedule of Requirements

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.

It was emphasized that the winning bidder shall upon receipt of the Notice to Proceed (NTP), publish 3 issues of the Ordinance within 30 calendar days and provide the Procuring Entity through the Sangguniang Panlungsod at least 1,000 copies per issue of the publication.

Section VII- Technical Specifications

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.

Section VIII-Bidding Forms

These are the template of Forms to be used by the bidder in its preparation of its bid proposal. It includes the following:

FORM 1 – Statement of All Ongoing Contracts

FORM 2 – Statement of Single Largest Completed Contract (SLCC)

FORM 3 – Net Financial Contracting Capacity (NFCC)

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.

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.

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.

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.

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.

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.

- After confirming to the bidder that it has no more questions or clarification for the project, the BAC clarified that other prospective bidders are still welcome to participate in the bidding and may obtain the bidding documents before the deadline for bid submission.
- Before the end of discussion, the bidder was reminded of the schedule of bid submission which will be on or before 9:00 AM of December 20, 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.

v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the conference was adjourned at 10:35 in the morning.

Prepared by:


MELISSA BIRON
BAC Secretariat

Noted:


ROSELYN R. CHIA
Chief BAC Secretariat

APPROVED:


ATTY. JOVITO BRON CODERIS, JR
BAC Chairman


ENGR. DINDO B. BONGALOSA
BAC Member


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