



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Supply & Delivery of Various Brand New Tools & Equipment
City Engineering Office, Tabaco City
Contract ID No. 035-12-2018-GOODS, ABC: Php 988,192.80

January 31, 2019, 2:00 PM.

BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, 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 B. Melgar	TWG Member
Engr. Myla Broncano	TWG Member
Engr. Zernan Z. Serrano	TWG Member
Roselyn Chia	Chief BAC Secretariat
Victoria Rowena Asancho	BAC Secretariat
Melissa Biron	BAC Secretariat
Randy Mayo	BAC Secretariat

Observers: None

Participating Bidders:

East Pacific Industrial Trading, Legazpi City – Joelyn Visitracion

2. 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 majority BAC Members, 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 TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- Atty. Coderis gave a brief introduction of the project. He also explained that the project is a rebid. The bidder present was the one disqualified on the first bidding due to non-compliance with the requirements of the project. The bidder's representative being different from the representative on the previous bidding was given thorough explanation of the reason for its disqualification.
- Before proceeding with the discussion of the bidding documents, it was clarified that presence of the bidder during pre-bid conference is not mandatory. However, the BAC is not responsible for any misinterpretations made by the bidder on the bidding documents.
- The BAC presented and explained to the present bidder the bidding documents of the procurement at hand. Applicable clarifications and emphasis were likewise made.

Section I-Invitation to Bid	No amendments or clarifications.
Section II-Instruction to Bidders	No amendments or clarifications.
Section III-Bid Data Sheet	<p>No amendments.</p> <p>Clarifications:</p> <p>Documentary Requirements: (Clause 12.1) –</p> <ul style="list-style-type: none"> ➤ All legal documents should be current and valid. ➤ The line of business or business classification of the supplier indicated in the Mayor's Permit and /or BIR Certificate of Registration shall be related to tools and equipment. ➤ For the Tax Clearance, no other substitute document will be accepted. ➤ All on-going contracts should be declared. ➤ The SLCC should have a value of at least 50% of the ABC and completed within 3 years prior to the deadline of bid submission. Similar Contract refers to supply and delivery of brand new tools and equipment. ➤ The Audited Financial Statements – should be for the year ending December 31, 2017. ➤ For the Bid Security, if Bid Securing Declaration is used, it shall be duly notarized and conform to the format provided in the Bidding Documents. No alteration should be made; otherwise, the Bid will be disqualified. ➤ Schedule of Requirements – shall be signed by the bidder. No alteration shall be made with the content of the document. ➤ Technical Specifications – Indicate the word "comply" across the parameter given for each item, if complied with by the goods offered. Indicate also the Brand of the goods offered. The documents should be duly signed by the bidder. ➤ Brochure and Pictures of the Goods Offered – Bidder shall include the brochure and pictures of each item offered that complies with the minimum technical specifications given. ➤ Statement of After-Sales Service /Parts – this pertains to the warranty of the goods. ➤ Omnibus Sworn Statement – A standard form is provided in the bidding documents. Should be duly signed by the bidder and notarized by a notary public.
Section IV-General Conditions of the Project	<p>Clause 13.2 – There is an allocated budget for each item indicated in Section VI. Schedule of Requirements. The financial component particularly the bid in the Schedule of Prices should not exceed the allocated budget per item; otherwise, the bid will be disqualified.</p> <p>No other discussions, amendments, and clarifications.</p>
Section V-Special Conditions of the Contract	No amendments or clarifications.
Section VI-Schedule of Requirements	<p>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> - This document form part of the technical bid. The bidder shall certify thereof its compliance with the requirements stated thereof. - Delivery Period – 30 cd from NTTP - Place of Delivery – Tabaco City Hall, Tabaco City
Section VII-Technical Specifications	<p>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> - This document also forms part of the technical bid. The technical specifications of the goods to be delivered or the individual parameter is laid down in this document. The bidder shall indicate in the column

Section VIII-Bidding Forms	<p>opposite each parameter its statement of compliance. The bidder shall also signify thereof its compliance with the given technical specifications.</p> <p>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> - Forms provided herein shall be strictly used. No alterations shall be made. Otherwise, the bid will be disqualified. - Bid Form – should be compliant in substance and in form; each page shall be duly signed by the bidder’s representative. - Schedule of Prices – 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. - Observe proper marking and sealing of bids. The bidder shall submit 1 Original Bid and 2 Copies of the first and second envelope. Each and every page of the Technical and Financial Bid should be duly signed or initialed by the bidder’s authorized person.
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- The bidder was also reminded of the schedule of bid submission which should be on or before 9:00 AM of February 12, 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.

- It was also clarified that project is still open for the participation of other interested bidders until the bid submission.


v. **Adjournment**

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 4:30 in the afternoon.

Prepared by:


MELISSA BIRON
 BAC Secretariat

Noted:


ROSELYN R. CHIA
 Chief BAC Secretariat

APPROVED:


ATTY. JOVITO BRON CODARIS, JR.
 BAC Chairman


RICARDO B. ARSONA
 BAC Vice Chairman


ENGR. DINDO B. BONGALOSA
 BAC Member


ARCH. FRANCO B. BITE
 BAC Member

(OR)
SHERRY A. TRILLES
 BAC Member