



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

Minutes of the Pre-Bid Conference
Supply & Delivery of Construction Materials for the Const. of Single Detached Core Shelter
San Vicente Relocation Site, San Vicente, Tabaco City and
Pag-Asa Village, Brgy. Salvacion, Tabaco City
Contract ID No. 036-12-2018-GOODS, ABC: Php 3,938,416.00
January 08, 2019, 9:30 AM, BAC Conference Room, Tabaco City Hall, Tabaco City

1. Attendees:

BAC Members:

Atty. Jovito Bron Codenis, Jr.	BAC Chairman
Ricardo B. Arjona	BAC Vice-Chairman
Arch. Franco Bite	BAC Member

Technical Working Group/Secretariat:

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

Observers: None present

Participating Bidders:

MMC Marketing, Tabaco City

1. Call to Order and Declaration of Quorum

The Pre-Bid Conference was called to order at 9:50 in the morning. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Codenis 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 that the observers from TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- The BAC presented and explained to the participating bidder the bidding documents of the procurement at hand. Applicable clarifications and emphasis were likewise made.

Section I-Invitation to Bid	No amendments made.
Section II-Instruction to Bidders	No other discussions, amendments, and clarifications.
Section III-Bid Data Sheet	No amendments. Clarifications: <ul style="list-style-type: none">▪ SLCC – Bidder should have an SLCC with a value of at least 25% of

	<p>the ABC (Php 3,938,416.00) and was completed for the past 3 years.</p> <ul style="list-style-type: none"> ▪ Documentary Requirements – <ul style="list-style-type: none"> ○ The Technical Component of Bid (1st Envelope) are as follows: <ul style="list-style-type: none"> 1. As per GPPB Circular No. 07-2017, July 31, 2017, the following documents will be submitted as Legal Eligibility Documents: <ul style="list-style-type: none"> 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 1 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. 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: <p style="margin-left: 40px;">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</p> 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. <p>The AFS shall be for the year ending December 31, 2017.</p>
<p>7. JVA, if applicable:</p>	

	<p>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.</p> <p>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.</p> <p>9. Technical Specifications- Under this, there are at least four documents that must be complied with, to wit:</p> <p>(i) Section VI-Schedule of Requirements - The bidder is required to signify their compliance with the technical specifications given by the procuring entity by signing the document Schedule of Requirements. Also, the budget per item is indicated in this document as a guide for the bidder to give a quote not exceeding these budgets per item; otherwise, their bid will be rejected.</p> <p>(ii) Section VII of the bid documents – The bidder should indicate the word “comply” as per individual parameter given if the offered goods comply or meet the given minimum specification or parameter. The documents shall also be duly signed.</p> <p>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.</p> <ul style="list-style-type: none"> o The Financial Component of Bid (2nd Envelope) are as follows: <ul style="list-style-type: none"> 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.
Section IV-General Conditions of the Project	No other discussions, amendments, and clarifications.
Section V-Special Conditions of the Contract	No other discussions, amendments, and clarifications.
Section VI-Schedule of Requirements	<p>No amendments.</p> <p>Clarifications:</p> <ul style="list-style-type: none"> - This document also forms part of the technical bid. - Delivery Period – 90 cd from NTP - Place of Delivery – San Vicente Relocation Site, Brgy. San Vicente, Tabaco City and Pag-Asa Village, Brgy. Salvacion, Tabaco City
Section VII-Technical Specifications	No amendments.

Section VIII-Bidding Forms	<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 opposite each parameter its statement of compliance. The bidder shall also signify thereof its compliance with the given technical specifications. <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. - 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 January 29, 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.

v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 10:50 in the morning.

Prepared by:


MELISSA BIRON
 BAC Secretariat

Noted


ROSEILYN R. CHIA
 Chief BAC Secretariat

APPROVED:


ATTY. JOYITO BRON CALDERIS, JR
 BAC Chairman


RICARDO B. ARDONA
 BAC Vice Chairman

(On leave)
ENGR. DINDO B. BONGALOSA
 BAC Member


ARCH. FRANCO B. BITE
 BAC Member

(OB)
SHERRY A. TRILLES
 BAC Member