



Republic of the Philippines  
Province of Albay  
CITY OF TABACO

## **Bids and Awards Committee**

### **Minutes of the Pre-Bid Conference**

**Rehabilitation/Improvement of Hacienda-Rawis FMR**  
Subject ID No. PRDP-IB-R005-ALB-006-TAB-001-2017-AF Loan No. 8816-PH

February 06, 2019, 10:00 AM.  
5F Multi-purpose Hall, Tabaco 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
Sherry A. Trilles	BAC Member

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

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

##### **Observers/Guests:**

Cielo Krisel Lagman Luistro	Tabaco City Mayor
Raul Roi Borejon	Tabaco City Councilor
Antonio B. Cabais	CPDO
Jesti Bergantin	RPCO5-Procurement
Jamal Cadiz	RPCO5-Procurement
Philbert Nebrez	RPCO5-GTU
Elvi Brutas	CPDO
Michael Vargaz	PRDP-Procurement Head (PSO)
Jimbo Bjorn SA. Salceda	RPCO5-IBULLD

##### **Participating Bidders:** There were sixteen (16) participating bidders present.

- WCS Construction, Inc.	- R.D. Mandanas Const.
- Alpha & Omega Const.	- DV Salud Const.
- St. Timothy Const. Corp	- 3RB Const. & Supply
- Legazpi Premium Dev't Corp.	- Jemwin Const.
- AKN Const. Corp	- Spring Star Const.
- Aarcon Builders	- Chiara Const.
- Hi-Tone Const. & Dev't Corp	- Herbana Builders & Supply
- A.C. Rivero Dev't Corp.	- Shear Const. & Supply

#### **2. Call to Order**

The Pre-Bid Conference was called to order at 10:30 in the morning.

A short prayer was led by Engr. Myla Broncano and the singing of national anthem followed.

### 3. Declaration of Quorum and Acknowledgement

With the presence of all of the BAC Members, a quorum was declared.

Atty. Jovito B. Codenis, Jr., BAC Chairman, acknowledged the presence of City Mayor Krisel Lagman-Luistro, City Councilor Raul Roi Borejon, observers and guests from the PRDP and all other attendees.

The BAC Secretariat stated the compliance of the BAC with regards to the invitation of observers. It was noted that the observers from PICE-Albay Chapter, TFCCCI, PRRM and COA who were duly notified and invited for the activity, were not present.

### 4. Digest of the Pre-Bid Conference

#### Brief Overview of the Project

- Atty. Codenis informed the participating bidders that the project at hand is governed by the harmonized rules of the Procurement Guidelines of the World Bank. He mentioned that the PRDP Team were present to assist in giving the complete details of the technical and financial requirements of the project, considering that they are the experts with the procurement guidelines of the world bank and that they had been assisting the City Government of Tabaco in the procurement of the project.
- City Mayor Luistro gave an overview of the project, Rehab/Improvement of Hacienda-Rawis FMR. She narrated how the project came about by mid of the year 2017 and she emphasized that the project is located at San Miguel Island, Tabaco City. The island has an existing road which is only 2 meters wide and it has five barangays which will be benefited by the project. Through the road widening project, the 2 meters wide road will become 5 meters wide plus 1.5 meters shoulder on both sides. Hence, larger vehicles are expected to run in that widened road.

The mayor explained the benefits which the project will bring to the island and its people. She mentioned that Tabaco City is considered number two in sweet potato production. Thus, through the project, it will greatly benefit the transport of raw materials and the processed materials from the island to the mainland. The project is 8.3 km long from Sitio Popod to Hacienda and will end at the intersection going to Bryg. Sagurong. She encouraged the bidders to visit the island for them to see the actual situation of the project location. She also said that the hauling cost is expensive.

It was also explained that through the pre-bid conference, the bidders are given the opportunity to ask pertinent questions or clarifications regarding the technical and eligibility requirements of the project. Mayor Luistro hoped for the success not only of the bidding process but also of the implementation of the project. The project will benefit a lot of farmers and fisherfolks and an estimated 2,000 households.

The estimated project cost of the project is Php 198,699,000.00. It is a shared endeavor of the World Bank, Department of Agriculture and the LGU-Tabaco City. The duration of the project is 444 calendar days.

#### Discussion of the Bidding Documents

- BAC Secretariat Melissa Biron was called in to discuss the documentary requirements of the project.

Ms. Biron informed first the body that the Invitation to Bid for the project had been posted in the PhilGEPS website, PRDP website, Tabaco City website, and in conspicuous places within the premises of the City on January 21, 2019. Also, it has been published in a newspaper of general circulation on January 21, 2019. She said that the bidding documents of the project had been uploaded in the said websites and are available for download and review by any of the prospective bidders.

The bidders who were present at the conference were informed that since the bidding documents are readily available for the review of interested bidders, they are expected to have read the same. It was clarified that the BAC will no longer discuss all of the contents of the bidding documents; but, rather, the BAC will only discuss and make some clarifications on the requirements of the project. The BAC also welcomed any query or clarification from the bidders with regards to the project.

Ms. Biron read the contents of the Invitation to Bid and made some clarifications on the requirements of the project.

- o Instead of Approved Budget for the Contract (ABC), the project has an Estimated Project Cost (EPC) in the amount of One Hundred Ninety-Eight Million Six Hundred Ninety-Nine Thousand Pesos, Php 198,699,000.00. This means that the project has no ceiling and the bidders may give a bid that exceeds the EPC for a justifiable reason.
- o The bidding documents may be obtained by interested bidders by downloading at the various website mentioned above. These include the drawings/plans for the project. The bidder has the option to pay the bidding documents at the Landbank through bank deposit at LGU-TABACO LANDBANK Trust Fund Account Number 2782-1012-37 or through payment at the City Treasurer's Office in the amount of Php 5,000.0. The Treasurer's Official Receipt or bank teller's validated deposit slip will serve as proof of payment. It was added that the bidders may download the bidding documents or secure a copy at the BAC Office. The drawings uploaded in the websites were not very clear; thus, the bidders were advised to collect a copy of the blueprint at the BAC Office.
- o Date of bid submission is on or before February 20, 2019, 10 AM, at the Multipurpose Hall, Tabaco City Hall Annex Building, Tabaco City. Bids submitted beyond 10 AM will be no longer accepted. At exactly 10 AM, after the deadline for bid submission, the BAC will proceed with the bid opening. During bid submission, the bidder's representative who submitted the bid will be photographed for record purposes and as required by the World Bank. Hence, only the duly authorized representatives shall submit the bid for each bidder.

It was also explained that the bidding documents used in the project are the same with the Philippine Bidding Documents (PBDs) of RA 9184, with some amendments in conformity with the requirements of the World Bank. The bidding documents also consist of nine (9) sections, namely, the Invitation to Bid, Instruction to Bidders, Bid Data Sheets, GCC, SCC, Specifications, Drawings, Bill of Quantities, and Bidding Forms. Since the Instruction to Bidders and GCC is the same as in the RA 9184, the discussion was skipped to the Bid Data Sheet which contains the specific instructions and requirements of the procuring entity and the World Bank. It also contains the list of documentary requirements to be submitted by the participating bidders.

Bidders are required to submit two (2) envelopes – (1) Technical Envelope which contains the eligibility documents and technical documents of the bidder and (2) the Financial Envelope. ITB Clause 12.1 of the BDS contains the list of the Eligibility Requirements and the Technical Documents. Apparently, the requirements for this project is way lesser than the requirements under the RA 9184. It was emphasized that if during the bid opening the first envelope lacks any of the following documents listed in the BDS and the Checklist of Requirements, the bid shall be declared non-responsive.

**First Envelope:**

**TECHNICAL PROPOSAL:**

- a. Eligibility Requirements
  - i. Registration Certification of the Company
    - This pertains to the DTI or SEC Registration Certificate **ONLY** of the participating bidder (for each partner in case of Joint venture). Nevertheless, the bidders were encouraged to submit as additional documents the usual legal documents required in the RA 9184, e.i. Mayor's Permit, Tax Clearance, PhilGEPS Certificate, and PCAB License, which will be used during the post-qualification. It was clarified, however, that non-submission of these additional documents during the bidding does not in any way make the bidder's bid non-responsive.
  - ii. List of relevant contracts that comply to experience requirements as specified in ITB Clause 5.4.
    - The bidder is required to submit a list/s showing the following minimum requirements:
      - (a) Single Largest Completed Contract (SLCC) – the bidder must have a successful experience as prime contractor in the construction of at least one (1) work with a nature and complexity equivalent to the Works of the project, completed generally within the last five (5) years with at least 50% of the value of estimated project cost of the project under bid in the amount of Php 99,349,500.00, such being

verifiable from completion certificates. The similar contract refers to the construction/ rehabilitation/ improvement of concrete roads.

(b) List of All Completed whether similar or not similar in nature and complexity of the project under bid for the last three years. This will be used in the verification of the bidder's compliance with the eligibility and qualification requirement of having an annual turnover from all works averaged over the last three (3) years equal to 100% of the estimated project cost (EPC) of the project under bid in the amount of Php 198,699,000.00. This is evidenced by the audited financial statements stamped "received" by the BIR.

(c) List of All Ongoing Contracts whether similar or not similar in nature and complexity of the project. The purpose of this is for the computation of the bidder's Net Financial Contracting Capacity (NFCC), which although not required for submission, will be computed during the post-qualification.

- It was clarified that there are no standard forms for these requirements, but the bidder may use the standard forms in the RA 9184 for easy preparation of the documents as long as the required information were visible in the face of the documents, such as, contract name, owner/client's name and address, contract amount, dates of completion and duration of the contract.

- In the case of participating bidders in joint ventures (JV), the requirements are different. The list must be able to show compliance with the following minimum requirements:

(a) Single Largest Completed Contract (SLCC) for each partners in the JV – one of the partners in the JV must have a successful experience as prime contractor in the construction of at least one (1) work with a nature and complexity equivalent to the Works of the project, completed generally within the last five (5) years with at least 50% of the value of estimated project cost of the project under bid in the amount of Php 99,349,500.00, and the rest of the partner must have at least 25% of the EPC in the amount of Php 49,674,750.00), such being verifiable from completion certificates. The similar contract refers to the construction/ rehabilitation/ improvement of concrete roads.

(b) List of All Completed whether similar or not similar in nature and complexity of the project under bid for the last three years, for each partner. This will be used in the verification of the bidder's compliance with the eligibility and qualification requirement of having an annual turnover from all works averaged over the last three (3) years equal to 100% of the estimated project cost (EPC) of the project under bid in the amount of Php 198,699,000.00 for at least one (1) of the partners and 50% of the EPC in the amount of Php 99,349,500.00 for the rest of the partner. This is evidenced by the audited financial statements stamped "received" by the BIR.

(c) List of All Ongoing Contracts whether similar or not similar in nature and complexity of the project of each partner. The purpose of this is for the computation of the bidder's Net Financial Contracting Capacity (NFCC), which although not required for submission, will be computed during the post-qualification.

- The bidders are also encouraged to submit together with their list of relevant contracts the supporting documents such as Notice of Award, Contracts, and Certificate of Completion. Although, non-submission of these supporting documents during the bid opening does not make their bid non-responsive as this may be requested from them during the post-qualification.

iii. Audited Financial Statement (AFS) for the past three (3) years

- Refers to AFS for the years ending December 31, 2015, 2016, and 2017. For Joint Venture, each partner shall submit their respective AFS.

iv. In case of Joint Venture, a duly notarized Joint Venture Agreement and a copy of the duly accomplished application form for Special License of the Joint Venture filed with the PCAB, or a copy of the Special License of the Joint Venture if already issued.

- This applies to the JV bidders wherein they are required to submit two sets of documents; (1) a duly notarized Joint Venture Agreement and (2) a copy of the duly accomplished application form for Special License of the Joint Venture filed with the PCAB, or a copy of the Special License of the Joint Venture if already issued.

b. Technical Documents

i. Project Requirements

1. List of Contractor's Personnel to be assigned to the contract to be bid with their complete qualification and experience data (BDS Clause 12.1(b)(i).2).

- The minimum key personnel includes the following:

(a) Project Manager – with a minimum of five (5) years of relevant work experience as Project manager in road construction.

(b) Project Engineers – with a minimum of five years' experience as Licenses Civil/Agricultural Engineer and a minimum of five years' road construction projects handled as Project Engineer.

(c) Materials Engineer – a Civil Engineer duly accredited by DPWH as Materials Engineer II following DPWH DO 98, s. 2016.

2. List of Contractor's Major Equipment Units which are owned and are supported by proof of ownership which must meet the minimum requirement for the contract set in the BDS 12.1 (b) (iii. 3)

Minimum Required Equipment	Owned	Leased
Transit Mixer	1	2
Bulldozer	1	0
Backhoe (crawler)	1	1
Pay Loader	1	1
Dump Truck	1	3
Road Grader	1	1
Road Roller	1	1
Water Truck	1	1
Batching Plant	0	1
Total	8	11

The list must show that the bidder has 19 units of equipment as per list in the bidding documents, at least eight (8) of which must be owned and the listed allowed for lease is eleven (11) units as per list. The owned units must be supported with a proof of ownership in a form of Deed of Sale, Official Receipt of Purchase, and latest LTO OR-CR for vehicles. For leased equipment, bidders are not required to submit a Lease Contract until award if awarded the contract together with the proof of ownership of the leased equipment.

ii. Bid Security in the form of Bid Securing Declaration ONLY as required in ITB 18.

- Use only the form provided for in Section IX of the Bidding Documents.

Second Envelope

FINANCIAL PROPOSAL

- i. Bid Price in approved Bid Form and Bid Price in the Bill of Quantities.
  - The Bid Form should be the form provided for in Section IX of the Bidding Documents. Non-compliance with the form will make the bid non-responsive.
  - The Bill of Quantities is in Section VIII of the Bidding Documents.
  - The bidders are also encouraged to include the detailed estimates in their Financial Proposal, although, non-submission during the bid opening does not make their bid non-responsive.

CLARIFICATION / QUERIES:

I. During the bid opening, the BAC will use non-discretionary "pass/fail" criteria or the presence/absence of the document, wherein if any of the document in the list is not submitted the bid will be marked as failed and passed if all of the documents are submitted. Financial Bid of bidders whose Technical Bid is marked as "failed" will be still opened and read. The first and second envelope will not be returned to the bidder.

II. For the sealing and marking of bids, the instruction is found in the Instruction to Bidders.

III. Bidders are required to submit one (1) original and four (4) copies of their first and second component of the bid. An electronic copy of the bid should also be submitted in PDF file format in a flash drive. Whatever is the content of the original bid proposal should also be the content of the flash drive. Non-submission during the bid opening is not a ground for disqualification of the bid. However, it is still required to be submitted during the post-qualification period and non-submission within the given prescribed period is a ground for disqualification.

IV. For the original copy of bid, it is required that the legal documents which original copy cannot be submitted, should be duly stamped certified true copy of the original, and the four copies may be also certified copies or simply duly signed by the authorized representative.

V. Query (WCS Construction): Required annual turnover from all works averaged over the last three (3) years equal to 100% of the estimated project cost (EPC) of the project under bid in the amount of Php 198,699,000.00.

How do we know if we are qualified for this requirement? Which part of the Audited Financial Statement (AFS) should we look to determine our qualification?

Clarification (by Jesti):

The basis will be either the income from the contracts or the income/revenue in the AFS or in the Income Tax Return (ITR). To determine the annual turnover for three years, check the income statement in the AFS for the last three years (one AFS may have two years Comparable Income Statements plus another AFS for the third year. For example, the AFS for the year ending December 31, 2017, has Income for years 2017 and 2016 and the AFS ending December 31, 2016, has Income for years 2016 and 2015. Add the income/revenue for years 2017, 2016 and 2015 and divide the sum by 3. An average total of at least or more than the EPC amount of Php 198,699,000.00 means that they passed the minimum qualification requirement for the annual turnover.

II. Query (WCS Construction): In the last portion of the PBD, there is a form "Qualification Information". Are we required to submit the said document?

Clarification (by BAC):

No. The form "Qualification Information" is not mandatory for submission during bid submission. But the bidders are encouraged to prepare and submit the foregoing document which will be used by the BAC for purposes of post-qualification. Non-submission does not make their bid non-responsive.



II. Query (WCS Construction): For documents which require a subscription of a notary public, do we have to attach a documentary stamp? If yes, how many?

Clarification (by BAC): No need to attach a documentary stamp. Documents with a documentary stamp are used for purposes of filing a case in court.

Before proceeding with the discussion of the Scope of Work, Mr. Jestil of the PRDP team summed up the requirements of the project. The requirements on the list of projects, similar and not similar in nature was further explained.

- List of relevant contract –
  - Single Similar Contract – this pertains to road projects, either concreting or repair, with a value of at least 50% of the EPC (for the single contractor and either one of the JV partners); 25% for the rest of the JV partners;
  - Average 3-year turnover of total projects – these include all kinds of civil work projects completed within three years. Divide the total contract amount of these projects by three to determine the 3-year average turnover. If the average is 100% of the EPC (for a single contractor and either one of the JV partners) and 50% for the rest of the JV partners, the required turnover is complied with. In case the list of projects failed to meet the required 100% of the EPC, the average 3-year turnover may be cross-checked through the Audited Financial Statements (AFS), which contains the concrete data of the bidder's income. If there is a discrepancy between the list of projects and the AFS, the AFS will prevail.
- The Scope of Work for the Project and the Bill of Quantities was discussed by Engr. Roland Garcia. He encouraged the bidders to visit the project site for them to see the actual work that needs to be done. Site inspection is not required, but those who wish to visit the site, the BAC-TWG can accompany the bidder's representative on February 12, 2019, at 8:00 AM.

v. Adjournment

There having no further matters to discuss, and upon motion duly made and seconded, the meeting was adjourned at 11:49 in the morning.

Prepared by:

  
**MELISSA BIRON**  
BAC Secretariat

Noted:

  
**ROSELYN R. CHIA**  
Chief BAC Secretariat

APPROVED:

  
**ATTY. JOVITO BIRON GOMERIS, JR**  
BAC Chairman

  
**RICARDO B. ARJONA**  
BAC Vice Chairman

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

  
**ARCH. FRANCO B. BITE**  
BAC Member

  
**SHERRY A. TRILLES**  
BAC Member