



**MINUTES OF THE MEETING  
PRE-BID CONFERENCE**

December 7, 2018

9:00 A.M.

ACCREDITATION ROOM, GRADUATE SCHOOL

**Name of Project:** Completion of Covered Court  
Rehabilitation of Dormitory Building, Labo Campus, Talobatib, Labo,  
Camarines Norte  
Completion of Agri-Based Project, Labo Campus, Talobatib,  
Camarines Norte  
Completion of Entrance Pavilion (Central Business Processing  
Center), Main Campus, Daet, Camarines Norte

**Time Started :** 9:55 A.M.

Present were:

From the BAC

1. Dr. Lilibeth A. Roxas – BAC Chairperson
2. Mrs. Emma H. Sumaway – BAC Member
3. Engr. Ronald S. Mancenido-BAC Member
4. Engr. Genaro B. Balane – BAC Member
5. Engr. Nelia O. Llana – BAC Member- *PMO - (end-user)*

Technical Working Group : Mrs. Madelon B. Lee  
Engr. Richelle C. Vedad  
Engr. Hessa G. Azul  
Engr. Aileen S. Lladoc  
Engr. Mark Anthony Y. Manuguid  
Mrs. Madelon B. Lee

BAC Secretariat:

Jocelyn C. Morada  
Ronald Escasinas

Observer: Fermin L. Orong- Volunteer Against Crime and Corruption

Bidders present:

1. Ms. Felisa Gonzales -RKC Construction
2. Jayforal Gonzales - Brentmin
3. Mr. Danilo Rada – Cereno Builders
4. Mr. Francis Dave Baylon- Tazboli
5. Engr. Arnol Zamora – AVZ Construction
6. Ms. Mary Jean Bronsola – Firma Built Construction
7. Ms. Menchu Mangubat – Golden Egg Builder
8. Mr. Carlo Paulo Sabordo -GKC Builder and Supply
9. Mr. Chrys Urbano – Gventures
10. Mr. Jariel Pentecostes – Firmabuilt Construction

**Purpose:** The conduct of the pre-bid conference is in accordance with Section 22.3 of IRR 9184.

### **Proceedings:**

Dr. Lilibeth A. Roxas, BAC Chairperson was the Presiding Officer, she called the meeting to order at exactly 9:55 in the morning at the Accreditation Room of the Graduate School. The BAC Chair requested the Head of the BAC Secretariat to check the attendance of the BAC members to determine the quorum. There was only one BAC member absent who was on official travel, Mrs. Sheila P. Sapusao, BAC Vice Chairperson. The BAC Chair declared a quorum since majority of the BAC members were present. She said that the BAC invited three (3) observers as mandated by R.A. 9184 specifically Section 13 of the Revised IRR of R.A. 9184. She recognized the presence of Mr. Fermin L. Orong- representative from Volunteer Against Crime and Corruption (VACC) others invited were the State Auditor IV from the Commission on Audit and the President from United Architects of the Philippines.

### **Presence of the bidders**

The BAC Chair said that bidder's presence is not mandatory, however, it would be to their advantage should they wish to attend because there are topics discussed which are relevant in the preparation of their bids. She said that bidders can now ask questions regarding the project to be bid even if they have not purchased bid documents.

### **Bid Data Sheet**

Dr. Roxas focused the discussion on the provision stated in the Bid Data Sheet (BDS) in which provision from the Instruction to Bidders (ITB) was used as the basis for the preparation and information of the project to be bid. She said that all the projects for bidding as mentioned earlier are part of the government's early procurement. She also reminded the bidders of the government's policy on cash basis program which means that projects have to be completed and will be paid the same fiscal year as there will be no more obligations or continuing appropriation.

In the ITB clause 1.1- it states the name of the Procuring Entity as the Camarines Norte State College. The name of the project: She particularly gave emphasis on ITB 10.1 – on the address of the Procuring Entity which is the Camarines Norte State College, while she said that all concerns regarding the project to be bid, must be in writing and must be addressed to DR. LILIBETH A. ROXAS, BAC Chairperson, Camarines Norte State College. In case the inquiry needs modification of the bid documents, the response would be through Supplemental Bid Bulletin. She also emphasized that any changes or announcement to be made by the BAC will be through supplemental bid bulletin through the PHILGEPS.

### **PACKAGING AND LABELING:**

The Chair also discussed the packaging and labelling of the bid documents, she said that ITB Clause No. 20.3 as stated in the BDS that each bidder must submit one (1) original copy and four (4) photocopies, properly bind, (preferably plastic ring binder) with page numbers, table of contents and with proper tabbing. She said that all pages must be properly signed at the right hand margin of the paper, *failure of the Bidder or his authorized representative to sign on all pages of bid documents and its duplicate copies including attachment thereto shall be a ground for disqualification.* All pages of the documents must be consecutively numbered. The original copy of the Eligibility and Technical Documents shall be placed in one (1) envelope marked as Technical Envelope, while the four (4) photocopies shall be placed separately in each envelope with markings, it must be sealed and signed.

She also stressed that for documents such as Mayor's Permit, DTI/SEC Registration or the PCAB must not necessarily submit the original copy, however, must be stamped photocopy with original signature.

She also said that bidders who have PHILGEPS PLATINUM MEMBERSHIP may no longer submit the following: 1) Mayor's Permit, 2) DTI or SEC Registration, 3) PCAB LICENSE, 4) Tax Clearance for Bidding Purposes and 5) Financial Statement, these are the Class A Documents, however, this would be presented during post qualification.

She gave the instructions on the revised markings of the bid envelope, viz:

- a. Name and address of the bidder
- b. Name of the project to bid
- c. Name of the BAC Chairman : DR. LILIBETH A. ROXAS  
BAC CHAIRPERSON  
CAMARINES NORTE STATE COLLEGE  
DAET, CAMARINES NORTE
- d. The warning “*Do not open before December 2018 at 9:00 A.M.*”
- e. Identification of the Bidding Process: PHILGEPS REFERENCE NUMBER (you will find this in the PHILGEPS BID NOTICE for the particular project. It must be marked TECHNICAL DOCUMENTS OR FINANCIAL DOCUMENTS.

She also reminded the bidder to bring along with them their authority to submit and represent in the opening of bids. No authorization would mean disqualification from the participation in the bid.

**Class “B” Document** For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the Revised IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

**Technical Documents:**

- **PhilGEPS Certificate of Registration and membership** in accordance with Section 8.5.2 of IRR of R.A. 9184- it must be current and valid
- PCAB License and Registration (exempted if PHILGEPS membership is platinum)
- Statement of all Ongoing Government and Private Contracts;
- Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid with at least fifty percent (50%) of the amount of the contract to be bid- The BAC attached sample of the SLCC with an indication that the bidder must only state one (1) Single Largest Completed Contract--- bidder who will indicate more than one (1) project will be disqualified for not following instruction.
- NFFC Computation must be at least equal to the ABC to be bid – the BAC Chairperson reminded the bidders to check the statement on this particular document wherein it stated that the bidder must attach the copies of the Audited Financial Statement and Income Tax Return.
- Bid Security – Bid Securing Declaration or any form; 2% of the ABC for cash, manager’s check, bank draft or 5% of the ABC if Surety Bond;
- Duly signed organizational chart
- List of Contractor’s Personnel to be assigned to the contract
- List of Equipment owned or Lease
- Original copy of duly signed Omnibus Sworn Statements
- Authority of the Signatory
- Affidavit of Site Inspection

**Documents Comprising the Bid: Financial Component**

- Financial Bid Form that includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with ITB clauses 15.1 and 15.4;
- Detailed Estimates
- Cash flow by Quarter Schedule
- Equipment Utilization Schedule
- Manpower Utilization Schedule
- Construction Schedule (Bar Chart for Construction Activities) & S-curve for Financial Requirements ([PERT/CPM Network Diagram and detailed computations of contract time
- Narrative Description of Construction Procedures and Methods

According to the BAC Chair that in the revised Instruction to Bidders, IRR states that Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

The BAC Chair encouraged everyone to carefully package their bid envelope properly with correct markings and complete labels so as to avoid further scrutiny and acknowledgment on the wrong preparation of bid documents.

In addition, Dr. Roxas said that the BAC will evaluate the eligibility and technical documents submitted by the prospective bidder on a non-discretionary “pass” “fail” rating. The presence of the required document submitted in the enclosed sealed envelope would mean a “pass” rating, however, if the required document is not found in the enclosed sealed envelope it would be rated as “failed”, one failed rating would disqualify the bidder. The remaining enclosed sealed financial envelope would be returned to the bidder. However, the presence of documents would not necessarily mean that its bid is already responsive. The BAC would conduct its post qualification for verification. She also said that with the issuance of GPPB Resolution No. 03-2018 the BAC and the prospective bidders must have a shared roles in the discussion of the requirements of the Procuring Entity. She advised bidders present to carefully package their bid so as to avoid being rated as “failed”. She said most of the times, bidders were disqualified due to non-compliance of the requirements such that they failed to attach pertinent documents indicated in the checklist. She reiterated that if possible representative who are attending the pre-bid conference and have understood the instructions and other requirements will also prepare the bid documents so as to avoid the possibility of disqualification. For purposes of transparency, the Minutes of the Pre-Bid Conference is prepared within five (5) days after the pre-bid conference, will be made available five (5) days upon request.

She also said that any changes made in the bid documents or in schedule shall be posted at least seven (7) days before the submission of bids.

The BAC Chair also informed the prospective bidders that CNSC is already ISO Certified, hence, contractors must adhere to the regulations set by international standards by following rules on safety. The wearing of Personal Protective Equipment (PPE) for the workers and the installation of safety device and other accessories needed.

#### **QUERY FROM THE BIDDERS**

Dr. Roxas asked the bidders if they have questions regarding the packaging and labeling of bids. At this juncture bidder’s representative named Jariel Pentecostes recorded in the attendance sheet representing Firmabuilt Construction. He raised query regarding the previous bidding on the Drainage System of which he claimed that the company he is representing was the winning bidder in view of the discounted price indicated in the bid form. His concern was responded by Engr. Mancenido that although they stated the percentage discount, however, they did not indicate the methodology that should be applied to the discounted price.

It was also added by Engr. Mancenido that part of the bid documents is Quantity Take Off- he said that said document will only be served as the guide in the preparation of their bid estimate. They can use it or deviate items or computations thereof.

She also informed the bidders that CNSC BAC does not allow partial bids, all items in the BOQ must be filled with their respective financial bid offer.

Engr. Nelia Llena discussed the Scope of Work, she also presented the perspective, and the plan through power point presentation.

The BAC Chairperson also emphasized Section 69 of the Revised IRR of R.A. 9184 on as follows : *In addition to the provisions of Rule XXI and XXII of this IRR, the HoPE or prospective bidders, the administrative penalty of suspension for one (1) year for the first offense, and suspension of two (2) years for the second offense from participating in the competitive bidding process, as well as disqualification from further participating in the competitive bidding being undertaken by the Procuring Entity concerned, where applicable, for the following violations:*

- a. Submission of eligibility requirements containing false information or falsified documents.
- b. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening, or any other stage of the competitive bidding.
- c. Allowing the use of one's name, or using name of another for purposes of competitive bidding.
- d. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after he had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.
- e. Refusal or failure to post the required performance security within the prescribed time.
- f. Termination of the contract due to the default of the bidder.
- g. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt or the request for clarification.
- h. Any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- i. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

Since were no other topics to be discussed, Engr. Mancenido moved for the adjournment the meeting, seconded by Engr. Balane. The meeting was adjourned at 4:45 in the afternoon.

Prepared by:

ELOISA R. LUKBAN  
Head, BAC Secretariat

Noted by

LILIBETH A. ROXAS, Ph.D.  
BAC CHAIRPERSON

EMMA H. SUMAWAY  
BAC MEMBER

NELIA O. LLENA  
BAC *PROVISIONAL MEMBER (PMO-END  
USER)*

RONALD S. MANCENIDO  
BAC MEMBER

GENARO B. BALANE  
BAC MEMBER

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