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

November 6, 2019

9:00 A.M.

COLLEGE BOARD ROOM

Name of Projects:

Name of Project	:	Rehabilitation of Student Canteens in Selected Canteens Campuses, CNSC-CoTT, J. Panganiban, IFMS-Mercedes and Main Campus Daet, Camarines Norte with ABC----	P10,000,000.00
		Repair of CBPA Building, CNSC, Main Campus, Daet, Camarines Norte	2,000,000.00
Time Started	:	9:45 A.M.	

Present were:

BAC Members:

- | | | |
|----|-----------------------------|---|
| 1. | Dr. Lilibeth A. Roxas – | BAC Chairperson |
| 2. | Mrs. Sheila P. Sapusal | BAC Chairperson |
| 3. | Mrs. Nida T. Pimentel – | BAC Member |
| 4. | Engr. Ronald S. Mancenido | BAC Member |
| 5. | Engr. Genaro B. Balane- | BAC Member |
| 6. | Dr. Manuel B. Alberto | BAC <i>Provisional Member</i>
<i>(end-user representative)</i> IFMS |
| | Mr. Gil Victor G. Zaldua | BAC <i>Provisional Member</i>
<i>(end-user representative)</i> -CoTT |
| | Ms. Ma. Victoria R. Ingatan | BAC <i>Provisional Member</i>
<i>(end-user representative)</i> - CBPA |
| | Ms. Erlinda M. Castillo | BAC <i>Provisional Member</i>
<i>(end-user representative)</i> -Main Campus, Canteen |

Technical Working Group:

Engr. Richelle C. Vedad
Engr. Hessa G. Azul
Engr. Aileen S. Lladoc
Mrs. Madelon B. Lee

BAC Secretariat:

Eloisa R. Lukban
Jocelyn C. Morada
Ronald Escasinas

Observer:	Mr. Fermin L. Orong	Representative-Volunteer Against Crime and Corruption
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Bidders present:

- | | | |
|----|--------------------------------|---|
| 1. | Mr. Joejustin Peter O. Pletado | JVM Construction |
| 2. | Mr. Melgazar R. Trinidad | Shear Construction |
| 3. | Ms. Rochelle R. Trinidad | JAEJR Construction and
Electrical Supply |
| 4. | Ms. Vilma B. Belen | Enrivel Construction
Corporation |

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

Proceedings:

The BAC Chairperson, Dr. Lilibeth A. Roxas presided over the meeting. It was called to order at exactly 9:45 in the morning at the College Board Room. The Head BAC Secretariat reported a 100% attendance, hence, the BAC Chair declared a quorum.

Mrs. Sheila P. Sapusao led the opening prayer. According to Dr. Roxas the Bids and Awards Committee invited observers in accordance with Section 13 of IRR of R.A. 9184. Invited were the Resident Auditor, the President or its Representative from the United Architect of the Philippines and the Chief Coordinator of Volunteer Against Crime and Corruption (VACC). The BAC Chair recognized the presence of Mr. Fermin L. Orong from VACC that responded the invitation.

The BAC Chairperson further said that the purpose of the pre-bid conference is for clarification on the eligibility requirements as well as the technical and financial component of the project to be bid.

Bid Data Sheet

Dr. Roxas discussed the pertinent provision stated in the Bid Data Sheet (BDS) based on clauses from the Instruction to Bidders (ITB). She said that the Procuring Entity is the Camarines Norte State College (CNSC) as per ITB Clause 1.1, the project entitled:

1. Rehabilitation of Student Canteens in Selected Canteens Campuses, CNSC-CoTT, J. Panganiban, IFMS-Mercedes and Main Campus Daet, Camarines Norte with an Approved Budget for the Contract (ABC) in the amount of Fifteen Million (P15,000,000.00) Pesos as stated in ITB Clause 2. She said that the project is funded in the 2019 General Appropriations Act.
2. Repair of CBPA Building, CNSC, Main Campus, Daet, Camarine Norte with an Approved Budget for the Contract in the amount of P2,000,000.00. The project is being funded in the 2019 Income Fund.

Dr. Roxas reminded the bidder of the ITB provisions 3.1 (b); and 3.1 (c) which states among others that CNSC will reject proposal if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive and obstructive practices in competing Contract.

She said that GPPB Res. 29-2012 dated November 23,2012, ITB 12.1.1 (a) (ii) was revised and the following requirements shall be submitted, otherwise, the bid(s) shall be rejected or disqualified:

1. Statement of all its ongoing government and private contracts within five (5) years from the submission of bids, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; the definition of ongoing contracts(s) shall include all contracts/projects for which Notices of Award have been issued by the procuring entity/ies and duly received by the bidder but no contracts have been signed or issued by the procuring entity/ies ;and
2. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 23.5.1.3 of the IRR RA 9184. The value



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of the SLCC herein mentioned must be at least 50% of the ABC to be bid adjusted to current prices using NSO consumer price index.

The BAC Chair stressed on the documents to be attached to the Statement of all on-going and completed projects and for the SLCC and legal basis for which it will be submitted as follows:

1. Copies of notices of award or notices to proceed issued by the owner in accordance with ITB 12.1 (a) (ii.11); and
2. Copy of owner's certificate of final acceptance or certificate of completion and, whenever applicable, the CPES summary final rating, which must be satisfactory, in accordance with ITB 12.1 (a) (ii.11).

ITB clause 8.1 states that Subcontracting is not allowed. It stated in 10.1 that the Procuring Entity's Address is CAMARINES NORTE STATE COLLEGE, F. PIMENTEL AVENUE, DAET, CAMARINES NORTE. All concerns regarding the project to be bid must be addressed to LILIBETH A. ROXAS, Ph.D., BAC CHAIRPERSON, CAMARINES NORTE STATE COLLEGE, F. PIMENTEL AVENUE, DAET, CAMARINES NORTE.

ITB Clause 10.4 – stated herein that Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PHILGEPS.

Also stated in the BDS in the same clause was *“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 ITB Clause 12.1 (a) (i) Documents Comprising Bid: Eligibility and Technical Components Class “A” Documents, other proof of registration: In lieu of Class A Documents, bidders will be required to submit their PHILGEPS Certificate of Registration membership under Platinum category during eligibility check or bid submission (GPPB Circular 03-2016, 27 October 2016). However, the bidders were advised to check the expiration date of their eligibility documents stated on the second page of the PHILGEPS PLATINUM registration. Should there be documents that were expired or no longer valid, the prospective bidder must update with a new one in order to avoid rejection of bid or disqualification.

The required PCAB License for both projects:

- a. Size Range : Small B (at least)
- b. License Category: C & D
- c. Largest Single Project: ≤15M
- d. Allowable Range of Contract Cost: Up to 30M

ITB Clause 21 – The address for submission of bids is:

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson
CAMARINES NORTE STATE COLLEGE
DAET, CAMARINES NORTE

The deadline for submission of bids is November 22, 2019 - 9:00 A.M.

- According to the BAC Chair the original schedule of the opening of bids is November 19, 2019 however, in view of the equally important event in CNSC the schedule was re-scheduled to November 22, 2019.
- ITB Clause 24 – The place of bid opening is **College Board Room**

The date and time of bid opening is : November 22, 2019 – 9:30 A.M.

The bidders were informed that they must submit their bid not later than 9:00 A.M. since this is the deadline even if the opening of the bids is at 9:30 in the morning. Late bids will not be accepted.



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ITB Clause 27.3 – Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

Dr. Roxas reminded the prospective bidders that the BAC uses a non-discretionary “pass” or “fail” rating. If the bidder submitted the required document it is rated as “pass”, however, it would be rated as “failed” if the bidder fails to submit the required documents as indicated in the checklist.

ITB Clause 12.1(b)(ii.3) was also discussed on the minimum work experience for key personnel, viz:

PACKAGING AND LABELING

Mrs. Sheila P. Sapusao, BAC Vice Chairperson discussed the packaging and labelling of bid documents. She said that with the amendment of R.A. 9184 the packaging and labelling of bids is already less stringent. She said that Section 25.9 of the IRR of R.A. 9184 states that ***Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.*** She said that acknowledgement of such condition would only be recognized by the BAC through the authorized representative of the bidder.

She enumerated the checklist of the eligibility and technical as well as the financial documents, viz:

Eligibility Documents:

Class “A” Documents

Legal Documents

1. SEC REGISTRATION (*for corporation*)/DTI (*for sole proprietorship*) of Cooperative Development Authority (CDA)
2. Mayor’s Permit –(current and valid) – in case of recently expired Mayor’s business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement in accordance with section 34.2.
3. Tax Clearance for Bidding Purposes- current and valid
4. Tax Registration

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- it was also explained to the bidder that if the PHILGEPS Certificate of Registration is Platinum – they are no longer required to submit the basic legal documents such as DTI, Mayor’s Permit, Tax Clearance and Tax Registration as well as PCAB License. However, for purposes of validation, if they are willing to submit the said documents during opening of bids, they can do so. They were also reminded that in the second page of the PHILGEPS Registration stated the date of validity of the legal documents, the bidders were asked to review whether the stated legal documents for exemption are still valid during the time of bidding.
- PCAB License and Registration
- Statement of all Ongoing Government and Private Contracts;



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- 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. As stated in the BDS that bidders shall submit the required attachment for this particular document. The initial eligibility documents are check during opening of bids. It does not necessarily mean that bidders are already qualified. There is still a process of post qualification wherein the documents and its attachment are carefully scrutinized.
- NFCC 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.
- JVA, if applicable—JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR
- 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 and as indicated in the Bid Data Sheet (BDS) and Instruction to Bidders;
- 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- must be duly signed and notarized
- Authority of the Signatory- must be duly signed and notarized- must be attached even if the owner is present during the opening of bid. The bidders were also informed that should a wife owned the company, then the husband attends the opening of bids, he must present the authority to attend, the husband cannot be considered as owner when there is no proof of ownership in the legal document.
- Affidavit of Site Inspection- must be duly signed and notarized

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

She showed the bidders sample of properly marked and labelled envelopes and a folder with complete table of contents, tab, and signature on all pages.

Mrs. Sapusao discussed and its legal basis for the packaging and labelling of bid documents in accordance with ITB Clause 20.2 as follows:

1. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL -ELIGIBILITY -TECHNICAL COMPONENT," and the original of their financial component described in ITB Clause 13 in another sealed envelope marked "ORIGINAL -FINANCIAL COMPONENT".
2. The prospective bidders shall submit 4 copies of each of the Technical Component and Financial Component of their bids in separate envelopes respectively. The prospective bidders shall seal and mark the original and the copy of their bids in accordance with the BDS 20.2. In the event of any discrepancy between the original and the copy 1 to 4, the original shall prevail.



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ITB Clause 20.3 – Each bidder shall submit one original and four copies of the first and second components of its bid.

Failure to submit the required original Technical Component and the required original copy of Financial Component is a ground for rejection or disqualification of the bid(s).

THE TECHNICAL DESCRIPTION OF THE PROJECT:

Architect Ela Bernardo discussed the Technical Description of the Project, Rehabilitation of Student Canteens in Selected Campuses, CoTT, J. Panganiban, IFMS-Mercedes through video 3D presentation followed by the Bill of Quantity (BOQ). The prospective bidders were reminded that their bids must not exceed the ABC per item, otherwise the bid will be rejected.

Engr. Villafuerte discussed Technical Description including the plan of the project, Repair of CBPA Building, CNSC Main Campus, Daet, Camarines Norte. He presented the plan thru video presentation. He also reminded the bidder that bid offer that exceeded the ABC per item will be rejected.

MOVE FOR ADJOURNMENT

Since there were no other topics to be tackled, Mrs. Sapusao moved for the adjournment the meeting, seconded in chorus. The meeting was adjourned at 12:1 in the morning.

Prepared by:

ELOISA R. LUKBAN
Head, BAC Secretariat

NOTED:

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson

GENARO B. BALANE
BAC Member

SHEILA P. SAPUSAO
BAC VICE CHAIRPERSON

NIDA T. PIMENTEL
BAC Member

RONALD S. MANCENIDO
BAC Member



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