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

October 14, 2019

3:00 P.M.

COLLEGE BOARD ROOM

Name of Project: Completion of Academic Building, CNSC, IABD, Tabugon, Sta. Elena, Camarines Norte

Time Started : 3:20 P.M.

Present were:

From the BAC

1. Dr. Lilibeth A. Roxas – BAC Chairperson
2. Mrs. Sheila P. Sapusao – BAC Chairperson
3. Mrs. Nida T. Pimentel – BAC Member
4. Engr. Genaro B. Balane – BAC Member
5. Engr. Ronald S. Mancenido – BAC Member
6. Mrs. Mary Grace B. Imperial – BAC *Provisional Member (end-user representative)*

Technical Working Group : Mrs. Madelon B. Lee
Engr. Richelle C. Vedad

BAC Secretariat : Eloisa R. Lukban
Jocelyn C. Morada

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

Bidders present:

1. Ms. Vilma B. Belen – Enivel Construction
2. Ms. Melissa M. Gutierrez – Golden Egg Builder
3. Mr. Noel G. Sunga – NGS Construction
4. Mr. Roy S. Borile – EUS Construction
5. Mr. Jose O. Balbuena – JVM Ceguera Construction
6. Mr. Mel Trinidad and Jessica Abaño – AJC Builders
7. Ms. Ivy Balane – Brentmint
8. Ms. Chona B. De Guzman – RKX Construction
9. Ms. Joanne B. Pantingan – Al Niño Construction

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



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Proceedings:

The BAC Chairperson, Dr. Lilibeth A. Roxas presided over the meeting. It was called to order at exactly 3:30 in the afternoon at the College Board Room. All of the BAC members were present, the BAC Chairperson declared a quorum. The BAC Chair recognized the presence of the lone observer, Mr. Fermin L. Orong, from Volunteer Against Crime and Corruption (VACC). According to Dr. Roxas that the R.A. 9184 particularly Section 13 of the IRR mandates the invitation to three (3) observers. She said that BAC invited three (3) observers namely: the COA Resident Auditor, the President or its representative from United Architects of the Philippines (UAP), Daet, Chapter and the Chief Coordinator of the Volunteer Against Crime and Corruption.

Bid Data Sheet

Dr. Roxas discussed the pertinent provision stated in the Bid Data Sheet (BDS) based on the clauses from the Instruction to Bidders (ITB). The BAC Chair discussed the following ITB Clauses stated in BDS as follows:

ITB Clause – 1.1.1. -The Procuring Entity is the Camarines Norte State College (CNSC) while the name of the project is Completion of Academic Building, IABD, Tabugon, Sta. Elena, Camarines Norte while the identification number of the contract is CNSC-IABDACBLDG2019;

ITB Clause 1.2 -The funding source is the Government of the Philippines with an Approved Budget for the Contract (ABC) of Thirty Million (P30,000,000.00) Pesos funded in the 2019 GAA Fund;

ITB Clause 3.1 (b); and 3.1 (c) – Corrupt, Fraudulent, Collusive, Coercive and Obstructive Practices

ITB Clause 3.1 (b) – The Procuring Entity and/or the Funding Source will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, collusive, and/or obstructive practice(s) in competing for the Contract; and

ITB Clause 3.1 (c) – The Procuring Entity and/or the Funding Source will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if at any time determines that the firm has engaged in corrupt, fraudulent, collusive, coercive and/or obstructive practice(s) in competing form or in executing a Contract funded by the Funding Source.

ITB Clause 1.5.4 (a) – The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to the project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of contract is not more than the Allowable Range of Contract (ARCC) of their registration based on the guidelines as prescribed by PCAB.

In ITB Clause 5.4 (a) – It stated that the Bidder must have an experience of having completed Single Largest Completed Contract (SLCC) that is similar to the Project, equivalent to at least 50% of the ABC adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on this contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.

b) for Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement.

The BAC Chair informed the bidders present that for SLCC they must indicate only one project- the largest that similar to the contract to be bid. In ITB clause 5.4 (b) the BAC Chair stressed that similar contracts shall refer to contracts which have the same major categories of work. Similar contracts are construction/repairs of buildings (all vertical infrastructures).



The bidder will also submit duly signed statement of all its ongoing and private contracts, however, if the bidder if the bidder has no ongoing contract, he shall submit a duly signed statement of all its ongoing and private contracts provided in Section IX, Bidding Forms and indicate “NO ongoing contract” in the said form, otherwise the bid(s) shall be rated “failed” and disqualified.

The BAC Chair also enumerated the following attachment to the SLCC, viz:

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 - Subcontracting is not allowed.

10.1 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.*

The required PCAB License for this contract is as follows:

- a. Size range : Medium A (at least)
- b. License Category : At least B
- c. Largest Single Project: above P15M up to P75M
- d. Allowable Range of Contract Cost : up to 150M

ITB Clause 13.1 – Documents Comprising the Bid: Financial Component- to be enclosed in the “Financial Component” Envelope

Mandatory requirement in compliance with the BDS-itb-13.1 (a)

1. Original Copy duly signed bid prices in the Bill of Quantities
2. Original copy duly signed Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals (if there is any) used in coming up with the Bid; and
3. Original copy of Cash flow by quarter or payment schedule

ITB Clause 12.1 (b) (ii.3) -The minimum work experience requirements for key personnel are the following:

<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>
Project Manager	At least 5 years experience in project management	Management in vertical and horizontal construction.
General Foreman	At least 5 years Experience	Experience in project supervision in vertical and horizontal



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Office/Site Engineer (Civil/Structural, Mechanical and Electrical Engineer)	At least 5 years experience	At least 5 years experience
Safety Officer	At least 5 years of experience	At least 5 years experience -COSH/BOSH training
Construction Foreman	At least 5 years experience	At least 5 years experience
Skilled Laborers	At least 5 years of experience	At 5 years of experience
Non-Skilled Laborers	At least 3 years experience	At least 3 years experience

The minimum major equipment requirements are the following:

<u>Equipment</u>
Light Equipment 1. dumptrucks 2. handtools 3. plate compactor 3. concrete mixer 5. concrete vibrator 7. welding machine 8. water pump

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 October 14,2019 - 9:00 A.M.

ITB Clause 24 – The place of bid opening is **College Board Room**

The date and time of bid opening is : October 28,2019 – 9:30 A.M.

Prospective bidders were reminded that submission must not be later than 9:00 A.M. even if the opening of bids is at 9:30 A.M.

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.

The BAC Chairperson reiterated 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. This is accordance with Section 30.1 of Rule IX of R.A. 9184.

The bid security shall be in the form of a Bid Securing Declaration or any of the following, viz:



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1. The amount of not less than Twenty-Nine Thousand Nine Hundred Fifty-Six and 62/100 (P29,656.62) or 2% of the ABC;
2. The amount of not less than Seventy-Four Thousand One Hundred Forty-One and 56/100 (P74,141.56) or 5% of the ABC;

Filling-Up of Lowland Area in the Perimeter of 2-Storey Academic Building and Installation of Water Tank, Completion of Academic Building, 14 Rooms, CNSC, Main Campus with ABC---- P1,386,631.81;

1. The amount of not less than Twenty-Seven Thousand Seven Hundred Thirty-Two and 63/100 (P27,732.63) or 2% of the ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. The amount of not less than Sixty-Nine Thousand Three Hundred Thirty-One and 59/100 (P69,331.59) or 5% of the ABC if the bid security is in the form of Surety Bond;

PACKAGING AND LABELING

Mrs. Sheila P. Sapusao discussed the packaging and labelling of bids. She showed the bidder sample bid envelope with correct markings and labels, she said that it must be sealed and signed. She said that bidders must carefully packaged their bid even if the law is already less stringent. This is accordance with Section 25.9. She said it stated in that particular section *that 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.*

Herein are the following list of documents that bidders must submit, 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.



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- PCAB License and Registration
- Statement of all Ongoing Government and Private Contracts which must be supported with Notice of Award, Notice to Proceed and Contract;
- 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

According to Mrs. Sapusao that bidders must submit one original and four (4) copies of their bid documents. The bid documents must be properly signed with corresponding index tab and all pages shall be signed in full at the righthand margin of each page. Failure of the Bidder or his authorized representative to sign all pages of the bid documents and its duplicate copies including attachment thereto is a ground for disqualification.

The packaging are 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. ITB 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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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 AND THE ABC PER ITEM

Engr. Daniel Sena – representative from the Project Management Office (PMO) discussed the Specification of the Project at hand. Engr. Mancenido noticed some of the items listed in the specification that needs modification. He said that corrections must be made before the issuance of the bid documents. This was agreed by Engr. Sena.

Completion of Academic Building, CNSC, IABD, Tabugon, Sta. Elena, Camarines Norte. According to the BAC Chair that bidders offer must exceed the ABC per item.

Engr. Sena discussed the ABC per item of the project, viz:

Project Name: Completion of Academic Building, CNSC, IABD, Tabugon, Sta. Elena, Camarines Norte



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ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
I	Temporary Perimeter Fence	160.80	sq. m.	105.31	16,933.85
II	Billboard Installation	2.00	units	2,748.90	5,497.80
III	Demolition of Existing Structure	37.28	cu. m.	621.59	23,172.87
IV	Excavation and Dewatering				
A	Excavation	1,527.37	cu. m.	340.77	520,481.87
B	Dewatering Works	1,021.01	cu. m.	43.09	43,995.32
V	Embankment, Hauling, Filling and Compaction	311.85	cu. m.	557.06	173,719.17
VI	Soil Treatment and Poisoning	468.64	sq. m.	123.46	57,858.29
VII	Scaffolding, Staging and Formworks	2,513.06	sq. m.	454.74	1,142,788.91
VIII	Reinforcing Bars	85,372.00	kgs.	72.05	6,151,052.60
IX	Concrete Works	568.85	cu. m.	8,385.64	4,770,171.32
X	Masonry Works				
A	CHB Laying	937.67	sq. m.	887.22	831,919.58
B	CHB Plastering	1,097.11	sq. m.	197.60	216,788.93
C	Plastering of Beams, Columns, Door and Windows Openings Floor Topping (0.25mm thk.)	1,160.56	sq. m.	200.87	233,121.69
XI	Ceiling Works	718.08	sq. m.	1,091.60	783,856.12
XII	Carpentry Works				
A	Double Wall Partition	99.90	sq. m.	1,374.54	137,316.55
B	Cabinets	3.00	sets.	7,038.52	53,281.59
XIII	Mechanical Works	1.00	lot	4,337,844.26	4,337,844.26
XIV	Electrical Works and Duct Inclosure				
A	Electrical Works	1.00	lot	912,731.62	912,731.62
B	Duct Run Enclosure				
a	Excavation	130.68	cu. m.	340.78	44,533.13
b	Dewatering Works	29.65	cu. m.	43.09	1,277.62
c	Formworks (Labor only)	175.63	sq. m.	120.87	21,228.40
d	Reinforcing Bars	223.86	kgs.	72.05	16,129.11
e	Concrete Works	41.04	cu. m.	6,092.00	250,015.68
f	PVC Pipe	100.00	ln. m.	3,260.31	326,031.00
C	Installation of 3 Units 50 KVA Transformer & Processing Fee				
a	Installation of 3 units 50 KVA Transformer	1.00	lot	1,949,416.27	1,949,416.27
b	QUEZELCO Processing Fees	1.00	lot	366,644.56	366,644.56
XV	Plumbing Works and Septic Tank	1.00	lot	632,330.47	632,330.47
XVI	Doors and Windows	262.34	sq. m.	5,847.07	1,533,920.34
XVII	Waterproofing	396.30	sq. m.	283.17	112,220.27
XVIII	Painting Works (Interior only of 1 st and 2 nd Floor, 3 Coatings)	1,271.28	sq. m.	159.96	203,353.95
XIX	Floor Finishes				
A	Tile Works	1,134.79	sq. m.	1,288.20	1,461,836.48
B	Pebbles Washout Finishes	24.00	sq. m.	222.30	5,335.20
XX	Drainage, Catch Basin & Downspout Installation	1.00	lot	92,479.05	92,479.05
XXI	Stainless Steel Railing and Aluminum Canopy	1.00	lot	598,213.95	598,213.95
XXII	Elevated Water Tank	1.00	lot	365,281.53	365,281.53
XXIII	Cistern Tank				
a	Excavation	87.48	cu. m.	349.65	30,587.38
b	Dewatering Works	58.50	cu. m.	43.09	2,520.77
c	Formworks	123.61	sq. m.	454.78	56,215.35
d	Reinforcing Bars	7,745.58	kgs.	71.91	556,984.66
e	Concrete Works	58.51	cu. m.	10,703.17	626,242.48
f	Waterproofing	354.71	sq. m.	283.35	100,507.08
XXIV	Stairs Temporary Wall and Roofing	20.82	sq. m.	1,047.30	21,804.79
SPL	Safety and Health Program	1.00	lot	212,358.15	212,358.15
				TOTAL	P30,000,000.00



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Engr. Mancenido reminded the bidder on the preparation of Financial documents, particularly the preparation of the detailed estimates. He said that the Quantity Take Off serves as their guide in the preparation of their bids and not use as the form for the Detailed Estimates that includes not only materials but also cost of labor, profit and tax.

Since there were no other questions and issues raise, Mrs. Nida T. Pimentel move to adjourn the meeting, seconded by Engr. Balane.

Meeting was adjourned at 4:39 in the afternoon.

Prepared by:

signed

ELOISA R. LUKBAN
Head, BAC Secretariat

NOTED:

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson
(signed)

GENARO B. BALANE
BAC Member
(signed)

NIDA T. PIMENTEL
BAC Member
(signed)

MARY GRACE B. IMPERIAL
(signed)