



Management
System
ISO 9001:2015
www.tuv.com
ID 9108653506



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

May 27, 2019

9:00 A.M.

COLLEGE BOARD ROOM

**Name of Project: Rehabilitation of Social Hall to Central Business Processing Center
at CNSC, Labo Campus Talobatib, Labo, Camarines Norte**

Time Started : 9:40 A.M.

Present were:

From the BAC

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

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

BAC Secretariat : Eloisa R. Lukban
Jocelyn C. Morada
Ronald Escasinas

Observer: Fermin L. Orong- Volunteer Against Crime and Corruption
Ma. Angelica Rodriguez – President, UAP

Bidders present:

1. Engr. Melissa M. Gutierrez – Golden Egg Builder
2. Mr. Marvin J. Avengoza – MJAI Construction
Mr. Marjon J. Avengoza – MJAI Construction
3. Mr. Christopher Tambiloc – Shear Construction
4. Mr. Danilo Rada – Cereno Builders
5. Mr. Francis Dayaon – R & E Builders and Supply
6. Ms. Marlonie Bandelaria – JOC
7. Ms. Gemma Bernal – Tri-Ex Tower
8. Ms. Ofelia de Leon – RA Mendiola
9. Ms. Juliet Sanchez – J Marbela
10. Mr. Rufino Sanchez, Jr. – 301 Engineers
11. Ms. Vilma Belen – Enrivel Construction
12. Mr. Alvin Dagohoy- NGS Construction



Management System
ISO 9001:2015
www.tuv.com
ID 9108653506



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 9:40 in the morning at the College Board Room. Attendance was checked by the Head, BAC Secretariat, there was only one absent, Mrs. Sheila P. Sapusao- BAC Vice Chairperson who was on official leave of absence. There were six members present out of seven members, hence, the Presiding Officer declared a quorum. 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) and Arch. Ma. Angelica Rodriguez, President of United Architects of the Philippines (UAP), Daet, Chapter. The Resident Auditor was also invited but did not attend.

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 “Rehabilitation of Social Hall to Central Business Talobatib, Labo, Camarines Norte with an Approved Budget for the Contract (ABC) in the amount of Twenty Million (P20,000,000.00) Pesos as stated in ITB Clause 2. She said that the project is funded in the 2019 General Appropriations Act. It was included in the schedule for early procurement activities in December 2018, however, the said project was a failed bid. The identification number of the contract: CNSCREHASOCHALLCANR-2-2019. The title was corrected in the Bid Data Sheet to Rehabilitation of Social hall to Central Business Processing Center (processing center was omitted in the title indicated in the Bid Data Sheet) for this reason, the BAC Chair said that a modification of the correct title would be published through a Supplemental Bid Bulletin at PHILGEPS and at conspicuous places in CNSC. She also said that bidders must indicate the correct title of the project to avoid rejection or disqualification of bid.

In ITB Clause 2 – The funding source is the Government of the Philippines (GoP) through 2019 GAA Fund. She said in accordance with IRR of R.A. 9184 CNSC will reject a bid proposal if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive and obstructive practices in competing for the Contract; will declare a firm ineligible, either indefinitely or for a stated period of time.

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 gave emphasis 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).

While in the of a duly signed statement of all its ongoing and private contracts 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.



Management
System
ISO 9001:2015

www.tuv.com
ID 9108653506



In accordance with GPPB Res. 29-2012 dated November 23, 2012, ITB 12.1.1 (a) (ii) is hereby revised 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 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 this contract is as follows:

- a. Size range : Small A (at least)
- b. License Category : At least D
- c. Largest Single Project: ≥P5M
- d. Allowable Range of Contract Cost : up to 30M

Engr. Mancenido noticed of the information above has to be revised in view of the ABC of the project at hand. According to the Chairperson that the BAC will issue supplemental bid bulletin regarding the corrections to be made.

For joint venture(s) or contractors who intend to form a joint ventur



Management
System
ISO 9001:2015
www.tuv.com
ID 9108653506



In 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

Failure to submit any of the mandatory requirements in compliance with these BDS-ITB 13.1 (a) and 13.1 (b) stated herein shall be a ground for rejection or disqualification of bid(s).

The Approved Budget for the Contract (ABC) is Twenty Million Pesos, any bid with a financial component exceeding per item estimate in the Bill of Quantities shall not be accepted in accordance with ITB Clause 13.2.

ITB Clause 17.1 – Bids will be valid until October 8,2019 or 120 calendar days from the date of bid opening. Bids valid for a shorter period shall be rejected outright as a non-responsive.

ITB Clause 18.1 – the Bid Security shall be in the form of a Bid Securing Declaration or any of the following forms and amount:

1. The amount of not less than P400,000.00 or 2% of the ABC if bid security is in the form of cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;
2. The amount of not less than P1,000,000.00 or 5% of the ABC if bid security is in Surety Bond.

Bid security in the amount exceeding the required amount of the appropriate bid security stated herein is not a ground for rejection or disqualification of the corresponding bid (s).

Bid security that is not in the form and amount considered herein shall be a ground of the corresponding bid(s).

Bid security in the form of cashier’s/manager’s check shall be payable to Camarines Norte State College (CNSC);

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 June 10,2019 - 9:00 A.M.

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

The date and time of bid opening is : June 10,2019 – 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.

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.



Management System
ISO 9001:2015
www.tuv.com
ID 9108653506



PACKAGING AND LABELING

Mrs. Emma H. Sumaway was tasked to discuss the packaging and labeling of bid envelopes. She said that the packaging and labelling is in accordance with the Instruction to Bidders. She said that bidders or the authorized representative shall submit their bids in two separate sealed bid envelopes simultaneously on the date and time specified in the Bid Data Sheet. The first envelope shall contain the eligibility and technical component of the bid, while the second envelopes shall contain the financial component of the bid.

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
- 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.
- 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



Management System
ISO 9001:2015
www.tuv.com
ID 9108653506



- 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

Mrs. Sumaway also reminded the prospective bidders that the original and the four (4) copies shall be properly bind with corresponding index tab and all pages shall be consecutively numbered and table of contents; otherwise the submitted Eligibility Documents, Technical Component and Financial Component shall not be accepted. 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 attachments thereto shall be a ground for disqualification According to Mrs. Sumaway that ITB Clause 20.1 – Sealing and Marking of Bids- she cited the following instructions as indicated in the above-stated clause:

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.

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).

Mrs. Sumaway quoted the ITB clause 20.5 indicated, 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. She said that everyone must took extra care in the packaging of their bid documents in order to avoid so much examination and further acknowledgment in the wrong preparation of bid documents.

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 TECHNICAL DESCRIPTION OF THE PROJECT AND THE ABC PER ITEM:

Engr. Nelia O. Llana – representative from the Project Management Office (PMO) discussed the Scope of Work as follows, viz:

Item No.	Description	Total Cost
I	Temporary Perimeter Fence	P39,691.29
II	Demolition and Hauling of Debris	186,989.95
III	Excavation and Dewatering Works	
A.	Excavation	255,570.68



Management System
ISO 9001:2015
www.tuv.com
ID 9108653506



B.	Dewatering Works	24,870.22
IV	Embankment, Hauling, Filing and Compaction	577,921.57
V	Soil Treatment/Poisoning	103,799.18
VI	Forms, Scaffolding and Staging Works	1,014,171.71
VII	Reinforcing Bars	5,923,353.21
VIII	Concrete Works	2,775,596.00
IX	Masonry Works	
A.	CHB Laying	827,141.50
B.	CHB Plastering	502,700.84
C.	Plastering of Beams, columns, doors and window openings, floor topping	248,545.78
X	Waterproofing	149,599.93
XI	Electrical Works	1,148,346.13
XII	Mechanical Works	1,347,193.53
XIII	Ceiling Works	513,035.53
XIV	Plumbing Works with septic vault	300,104.00
XV	Toilet Partition	220,714.14
XVI	Doors and Windows	784,521.77
XVII	Painting Works	250,406.68
XVIII	Tile Works	921,520.06
XIX	Hallway and Ramp Railings	242,071.76
XX	Billboard Installation	5,901.04
XXI	Stairs Temporary Wall and Roofing	35,629.27
XXII	Office Low Cubicles with Chairs	1,415,999.76
XXIII	Acquisition of Permits and 4" x8" Tarpaulin	44,000.00
SPL	Safety and Health Program	140,604.52
	TOTAL	P20,000,000.00

Engr. Llena also clarified on the specification of the stainless railings that it must conform with the gauge on thickness specified by CNSC. It must be authentic and durable. She also said that the paints to be used are well known brands used by most of the consumers. She also reminded the prospective bidders of the ISO requirements on the Personal Protective Equipment or PPE of the concerned workers in the infrastructure buildings. The wearing of the prescribed uniforms with ID must be properly observed.

Engr. Mancenido also added that safety officers are trained with COSH. A certificate must be attached to the documents of qualified personnel for the project.

MOVE FOR ADJOURNMENT

Since there were no other topics to be tackled, Mrs. Sumaway moved for the adjournment the meeting, seconded by Engr. Llena. The meeting was adjourned at 11:10 in the morning.

Prepared by:

Signed

ELOISA R. LUKBAN
Head, BAC Secretariat



Management
System
ISO 9001:2015
www.tuv.com
ID 9108653506



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

NOTED:

Signed

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson

Signed

EMMA H. SUMAWAY
BAC Member

Signed

RONALD S. MANCEDNIDO
BAC Member

Signed

GENARO B. BALANE
BAC Member

Signed

NELIA O. LLENA
BAC *Provisional* Member
PMO END-USER REPRESENTATIVE