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MINUTES OF THE MEETING (DRAFT COPY ONLY)
PRE-BID CONFERENCE

October 12, 2020

1:00 P.M.

1st Floor, College Library

Name of Projects:

Name of Project	:	Construction of Central Business Processing Center, Abaño Campus, Daet, Camarines Norte	P9,958,937.46
		Completion of Central Business Processing Center, CANR, Labo, Camarines Norte	20,000,000.00
Time Started	:	1:30 P.M.	

Present were:

BAC Members:

- | | | |
|----|---------------------------|---|
| 1. | Dr. Lilibeth A. Roxas – | BAC Chairperson |
| 2. | Mrs. Sheila P. Sapusao | BAC Vice Chairperson |
| 3. | Mrs. Nida T. Pimentel – | BAC Member |
| 4. | Engr. Ronald S. Mancenido | BAC Member |
| 5. | Engr. Genaro B. Balane- | BAC Member |
| 6. | Ms. Emmalyn C. Guaves | PMO |
| 7. | Dr. Ricardo D. Diño | End-user representative, Completion of Central Business Processing Center, CNSC-CANR Labo, Camarines Norte. |

Dr. Jennifer S. Rubio
End-user representative- *Construction of COEd Central Business Processing Center, Abaño Campus, Daet, Camarines Norte*

Technical Working Group: Preparers of the Program of Work

- | | | | |
|----|-----------------------------|----|-------------------------|
| 1. | Engr. Francis F. Villacorta | 1. | Engr. Julius S. Laborte |
| 2. | Engr. Jackson B. de Chavez | 2. | Engr. Claudine Lafuerte |
| 3. | Mrs. Madelon B. Lee | 3. | Engr. Filandro C. Leaño |
| | | 4. | Engr, Ruth A. Racca |

BAC Secretariat:

- Eloisa R. Lukban
- Jocelyn C. Morada
- Ronald Escasinas

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

Bidders present:

- | | | |
|----|----------------------|--------------------------------|
| 1. | Jerome J. Torquator | Bullet Construction and Supply |
| 2. | Melissa M. Gutierrez | Golden Egg Builder |
| | Rey L. Lagarteja | Golden Egg Builder |
| 4. | Danilo Rada | Cereno Builders |



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- | | | |
|-----|-----------------------|----------------------------|
| 5. | Jhonel E. Alava | Enrivel Construction |
| 6. | Ronel Gonzales | JVM Ceguera Construction |
| 7. | Paul de los Santos | Shear Construction |
| 8. | Magelyn Albao | NEB Construction |
| 9. | Trinidad R. Melgazar | Greatwall Engineering |
| 10. | Sherwin Joy M. Evidor | Arik Construction |
| 11. | Annalie Byrnes | O.L. de Leon Construction |
| | Luisito Abundo | O.L. de Leon Constructionj |
| 12. | Allan L. Obusan | Yakal Construction |
| 13. | Joseph L. Pajarillo | EPL Construction |

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 1:30 in the afternoon at the first floor at the College Library. The BAC Chair led the prayer after which requested the Head, BAC Secretariat to check the attendance and reported 100%. Hence, the BAC Chair declared a quorum.

Dr. Roxas said that the BAC invited three (3) observers namely: the Resident Auditor, the representative from United Architects of the Philippines (UAP) and the representative from Volunteer Against Crime and Corruption (VACC). It was only Mr. Fermin L. Orong that responded to the invitation.

House Rules

The BAC Chair enumerated the house rules for the pre-bid conference as follows:

- **WEAR YOUR MASK AND OBSERVE SOCIAL DISTANCING**
- **PROSPECTIVE BIDDERS ARE REQUESTED TO PUT THEIR PHONE ON A SILENT MODE**
- **PROSPECTIVE BIDDERS ARE ALSO REQUESTED TO ACTIVELY PAY ATTENTION TO THE DISCUSSION OF THE PROJECT TO BE BID**
- **PLEASE OBSERVE PROPER DECORUM THROUGHOUT THE DISCUSSION**
- **BIDDERS ARE ENCOURAGE TO ASK QUESTIONS REGARDING THE PROCURING ENTITY’S REQUIREMENTS FOR THE PUBLIC BIDDING**

Purpose of the Pre-Bid- Section 22.3 of IRR 9184.

The discussion of the pre-bid conference was aided through power point presentation. According to Dr. Roxas the purpose of the pre-bid conference is for clarification of the eligibility and technical requirements of interested bidders. This is in accordance with Section 22 of the Revised IRR of Republic Act (R.A.) 9184. The salient features of the said section were as follows:

- Discussion, clarification and explanation and among other things, eligibility, technical and financial components of the contract to be bid including questions raised during the pre-bid conference.
- The pre-bid conference shall be held at least twelve (12) days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the PhilGEPS posting of the Invitation to Bid (IB)
- She also stressed that the minutes of the pre-bid conference is available five (5) days after the pre-bid conference and will be made available to prospective bidders within five (5) days upon request.
- The funding source of the project, Completion of Central Business Processing Center, CNSC-CANR, Labo, Camarines Norte in the amount of twenty million (P20,000,000.00) is charged in the 2020 GAA Fund.



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- While the Construction of COEd Central Business Processing Center, Abaño Campus in the amount of Nine Million Nine Hundred Fifty-Eight Thousand Nine Hundred Thirty-Seven and 43/100 (P9,958,937.46).
- She also said that the Construction of COEd Central Business Processing Center, Abaño Campus has a continuation of its project listed in the 2020 GAA Fund. She advised the interested bidders concerned that should anyone awarded the contract, the work must be fast tracked so that the Procuring Entity must be able to bid the continuation of the project charged in the 2020 GAA Fund.

Request for Clarification :

- Request for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- The BAC shall respond to the said request by issuing Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.

The BAC Chair briefly oriented the bidders present regarding the issuance of the GPPB Resolution No. 16-2020 on the New Guidelines in the Preparation of Philippine Bidding Documents (PBDs). She said that the GPPB had already approved the 6th Edition of the Philippine Bidding Documents and it was already the same documents issued to interested bidders who have purchased the bidding documents.

THE REVISED PHILIPPINE BIDDING DOCUMENTS(PBDs)

INSTRUCTION TO BIDDERS ARE AS FOLLOWS (6th Edition)

- The Funding Source of the Completion of Central Business Processing Center – is from the 2020 GAA FUND.
- The bidding requirements for the Project shall be governed by all the provisions of RA 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.
- The bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for the Project, such as the location and the nature of the work;
- THE P.E. IS THE CNSC FOR THE TWO PROJECTS AS MENTIONED
- PROJECT IDENTIFICATION NUMBER FOR THE COMPLETION OF CENTRAL BUSINESS PROCESSING CENTER, CNSC, CANR, LABO, CAMARINES NORTE CBCPLAB2020
- THE FUNDING SOURCE: 2020 GAA FUND
- PROJECT IDENTIFICATION NUMBER FOR THE CONSTRUCTION OF COEd CENTRAL BUSINESS PROCESSING CENTER, ABAÑO CAMPUS, DAET, CAMARINES NORTE – COEDCBP2020
- THE FUNDING SOURCE : 2020 INCOME FUND
- CNSC HAS PRESCRIBED THAT SUBCONTRACTING IS NOT ALLOWED
- SIMILAR CONTRACT – VERTICAL INFRASTRUCTURES
- BID AND BID SECURITY SHALL BE VALID UNTIL FEBRUARY 21, 2021 OR 120 DAYS FROM THE OPENING OF BIDS



Amended Forms

Omnibus Sworn Statements

A provision or a statement was added on statement no. 3 of the Omnibus Sworn Statement, **by itself or by relation or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

Also paragraph number 10 was added as follows: **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 3815 s. 1930 as amended, or the Revised Penal Code.**

The BAC Chair also reiterated that CNSC as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of R.A. No. 9184 or other integrity violations in competing for the project.

Dr. Roxas further emphasized that bidders must not be related to the Head of the Procuring Entity, BAC members and Secretariat and TWG. Although in the statement pertains only to the owner that he or she is not related to the above stated personalities within the third degree of affinity or consanguinity, the BAC deemed it proper to examine the documents whether staff involve in the crucial role is not also related to any of the preparers of the engineering documents This is the very essence that the public office is a public trust. .

Bid Data Sheet – with the approval of the 6th Edition of the PBDs the BDS was already trim down from 4 pages to not more than 2 pages only. The pertinent clauses are as follows:

- ITB Clause 5.2 – for this particular Project refers to contracts which have the same major categories of work, which shall be all vertical infrastructures
 - The key personnel must meet the required minimum years of experience as follows:

KEY PERSONNEL	GENERAL EXPERIENCE	RELEVANT EXPERIENCE
Project Engineer	At least 2 years of experience	At least 5 years of experience of 2-storey building construction
General Foreman	At least 2 years of experience	At least 5 years of experience of 2-storey building construction
Office Site Engineer	At least 2 years of experience	For Civil Engineer: At least 5 years of experience of 2-stprey building construction



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Electrical Engineer In-Charge	At least 2 years of experience	For Electrical Engineer: At least 2 years of experience in electrical installation with relevant works in accordance to Philippine Electrical Code (PEC)
Mechanical Engineer In-Charge	At least 2 years of experience	For Mechanical Engineer: At least 2 years of experience in mechanical piping installation and HVAC
Safety Officer	At least 2 years of experience	At least 1 year of experience with 40 hours COSH
Construction Foreman	At least 5 years of experience	At least 5 years of experience of 2-storey building construction
Skilled Laborers	At least 2 years of experience	At least 2 years of experience of 2-storey building construction

MAJOR EQUIPMENT REQUIREMENT

No.	Equipment	Capacity	Number of Units
1.	Backhoe dump truck	0.80c.m.	1
2.	Dump truck	12 cu.yd	2
3.	Plate Compactor	5hp	1
4.	One bagger mixer	1 cu.m.	1
5.	Concrete Vibrator	n/a	2
6.	Bar cutter	n/a	2



7.	Bar bender	n/a	3
8.	Welding machine	n/a	3

The bid security must be in the form of a Bid Securing Declaration (BSD) duly notarize or any of the following forms:

CONSTRUCTION OF COED CENTRAL BUSINESS PROCESSING CENTER, ABANO CAMPUS, DAET, CAMARINES NORTE

1. The amount of not less than One Hundred Ninety-Nine Thousand One Hundred Seventy-Eight and 75/100 P199,178 & 02/100 (P199,178.02) 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 Four Hundred Ninety-Seven Thousand Nine Hundred Forty-Six and 87/100 (P497,946.87) if bid security is in Surety Bond.

COMPLETION OF CENTRAL BUSINESS PROCESSING CENTER, CNSC-CANR, LABO, CAMARINES NORTE

1. The amount of not less than Four Hundred Thousand (P400,000.00) 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 One Million Pesos (1,000,000.00) if bid security is in Surety Bond.

ITB CLAUSE 1.10.4

- Any supplemental/bid bulletin issued by the BAC shall be posted in the PHILGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

SCHEDULE OF PROCUREMENT ACTIVITIES

The deadline for submission of bids is **October 26, 2020 @ 8:45 A.M.** at the Records Office, Head of the BAC Secretariat. Late bids will not be accepted.

The opening of bids: **October 26, 2020 9:15 in the morning at the 1st Floor, College Library.**

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 prospective bidders were reminded 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.

The Sealing and Marking of Bids was discussed by Mrs. Sheila P. Sapusao, BAC Vice Chairperson.



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PACKAGING AND LABELLING was discussed by Mrs. Sheila P. Sapusao.

In accordance with ITB Clause 16, bidders shall do the following:

❖ **Each bidder shall submit one copy of the first and second components of the bid**

However, Cnsc, Is Requiring Four (4) Copies, Original And Copy 1-3;

- ❖ It must be properly labelled with correct markings such as name and address of the bidder, name of the project, name and address of the BAC Chairperson, Reference Number and the Warning, *DO NOT OPEN BEFORE 9:15 A.M. ON OCTOBER 26,2020* . It must be sealed and signed.
- ❖ Properly paginated, with Table of Contents, Tab and Signature on all pages.

Mrs. Sapusao enumerated the new checklist of the eligibility and technical and financial documents are as follows:

Eligibility Documents:

Class “A” Documents

Legal Documents

1. PhilGEPS Certificate of Registration and membership
2. SEC REGISTRATION (*for corporation*)/DTI (*for sole proprietorship*) of Cooperative Development Authority (CDA).
3. Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone or Areas;
4. Tax Clearance for Bidding Purposes per E.O.398 s. 2005 as finally reviewed by the Bureau of Internal Revenue.

Technical Documents:

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, **and**
- Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid except under conditions provided under the rules, SIMILAR TO THE CONTRACT TO BE BID WHOSE VALUE ADJUSTED TO CURRENT PRICES USING THE PSA CONSUMER PRICE INDICES, MUST BE AT LEAST FIFTY PERCENT (50%) OF THE ABC. AGGREGATE CONTRACT OF AT LEAST TWO SIMILAR CONTRACTS APPLIES ONLY TO EXPENDABLE SUPPLIES WHICH IS ONLY FOR GOODS.
- PCAB License and Registration
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
Original copy of Notarized Bid Securing Declaration; **and**
- 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 stamped, received by the BIR.
- JVA, if applicable—JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR

Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid;
- b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete



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qualification and experience data;

- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- d. Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents:

1. The prospective bidder's audited financial statements showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
2. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
3. Class "B" Documents- if applicable, duly signed Joint Venture Agreement (JVA) in accordance with R.A. 4566 and its IRR in case the joint venture is already in existence, or
4. Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

The Financial Component:

1. Original of duly signed and accomplished Financial Bid Form; **and**
2. Original copy of duly signed Bill Prices in the Bill of Quantities;
3. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, equipment rentals, used in coming up with the bid.
4. Cash Flow by quarter

CORRECTIONS was raised by Engr. Mancenido in the manpower requirements that the relevant experience must be equal or lower on the number of years experience of general experience. He also stressed that Quantity Take Off are no longer issued, the interested bidders be base their estimates on the plan and the general specifications of the project. He also said that in the pass the quantity of materials are given, but in order to test and gauge the diligence of the prospective bidders.

THE TECHNICAL DESCRIPTION AND GENERAL SPECIFICATION OF THE PROJECT:

CONSTRUCTION OF COED CENTRAL BUSINESS PROCESSING CENTER, ABANO CAMPUS, DAET, CAMARINES NORTE

Engr. Claudine Lafuerte presented the technical description of the project as well the perspective and the plan of the project through power point presentation.

COMPLETION OF CENTRAL BUSINESS PROCESSING CENTER, CNSC-CANR, LABO, CAMARINES NORTE



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Engr. Julius Laborte presented the technical description of the project as well as the perspective and the plan of the project.

Query from the Bidders:

Ms. Annalie Byrnes, authorized representative of O.L. de Leon Construction, inquired whether they will submit Affidavit of Site Inspection as it is no longer included in the checklist. The BAC Chair said that since, it is no longer in the list of the 6th Edition, the bidder may not submit such document. However, stated in the 6th edition the phrase in the Instruction to Bidders Clause No. 3 third paragraph that states ***“the bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions of the Project, such as the location and the nature of the work;”***

MOVE FOR ADJOURNMENT

Since there were no other topics to be discussed, Mrs. Sheila P. Sapusao moved for the adjournment of the meeting, seconded by Mrs. Nida Pimentel. The meeting was adjourned at 3:30 in the afternoon.

Prepared by:

ELOISA R. LUKBAN
Head, BAC Secretariat

NOTED:

LILIBETH A. ROXAS, Ph.D.
BAC Chairperson

MADELON B. LEE
BAC-TWG

SHEILA P. SAPUSAO, MPA
BAC Vice Chairperson

FRANCIS V. VILLACORTA
BAC-TWG

NIDA T. PIMENTEL
BAC Member

AILEEN S. LLADOC
BAC-TWG (absent)

GENARO B. BALANE
BAC Member

HESSA G. AZUL
BAC-TWG
(on-leave)

RONALD S. MANCENIDO
BAC Member

JACKSON B. DE CHAVEZ
BAC-TWG



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