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

January 29, 2021

1:30 P.M.

1st Floor, College Library

Name of Projects:

Name of Project	:	Construction of Academic Building, Camarines Norte State College, Abaño Campus, Daet, Camarines Norte with ABC----	P30,000,000.00
		Completion of Aqua Base Project, CNSC, Mercedes Campus, Mercedes, Camarines Norte	19,999,969.54
		Construction of Road Network (Development of Agri-Eco Tourism Haven of Camarines Norte) State College, CANR, Labo, Camarines Norte	2,533,861.92
		Completion of Seed System Facility, Camarines Norte State College, Entienza Campus, Tabugon, Camarines Norte	14,998,912.90
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	BAC <i>Provisional Member - IPDO</i>
Others:		
1.	Dr. Jophiline F. Dyhico	End-user- Director, Entienza Campus,
2.	Engr. Ariel Balean	End-user Representative -CANR
3.	Dr. Manuel B. Alberto	End-user Representative – Mercedes Campus
Technical Working Group:		Preparers of the Program of Work/engineering documents/Specifications
	Engr. Hessa G. Azul	Engr. Gisselle del Bario
	Engr. Aireen M. Babagay	Engr. Carla May Clemente
	Engr. Francis V. Villacorta	Arch Mark Joy Elegido
	Mrs. Madelon B. Lee	Engr. Jenssen Y. Vasquez
		Engr. Daniel Sena



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	Engr. Julius Fernan A. Vega
BAC Secretariat:	
Eloisa R. Lukban	
Jocelyn C. Morada	
Anna	

Observer: Mr. Fermin L. Orong

Representative- Volunteer Against
Crime and Corruption

Bidders present:

1.	Joseph Pajarillo Lo	EPL General Construction
2.	Christopher T. Trinidad	Greatwall Engineering
3.	Ms. Annalie Byrnes	O.L. De Leon Construction
4.	John Michael Lota	AVZ Construction and Supply
5.	John Eboña	J Marbella Construction
6.	Luisito Abundo	JCO Construction and Supply
7.	Sherwin Jay Evidor	Arik Construction
8.	Allan Obusan	Yakal Construction
9.	Melissa G. Gutierrez	Golden Egg Builder
10.	Ms. Rochelle R. Santos	JAEJR Construction and Electrical Supply
	Ms. Reinamer Tomas	JAEJR Construction and Electrical Supply
11.	Jhonel E. Alava	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 1:35 in the afternoon at the first floor of the College Library. The Head BAC Secretariat reported a 100% attendance, hence, the BAC Chair declared a quorum.

A prayer was done through a power point presentation. The BAC Chair acknowledged the presence of one of the invited observers, Fermin L. Orong, representative of Volunteer Against Crime and Corruption (VACC). Others invited were the representative from the Commission on Audit and from the United Architects of the Philippines (UAP). However, they have not responded.

She also said that was the Second Pre-bid Conference in view of some details that the personnel from IPDO have to be modified.

The Presiding Officer also emphasized the observance the following health protocols:

- 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



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- Bidders are encouraged 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 BAC Chairperson reiterated that the purpose of the pre-bid conference is for clarification of the eligibility requirements as well as the technical and financial component of the project to be bid.

- ❖ It shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions
- ❖ It 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 said that the minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to prospective bidders not later than five (5) days upon written request.

Dr. Roxas enumerated the projects and other details, she added that these projects were prepared for the Early Procurement Activities (EPA)

1. Completion of Seed System Facilities, Camarines Norte State College, Entienza Campus, Tabugon, Camarines Norte
Project Identification Number : COMPSEEDSYS2021- ABC -P14,998,912.90
2. Construction of Academic Building, Camarines Norte State College, Abaño Campus, with ABC - P 30,000,000.00 PROJECT IDENTIFICATION NUMBER -- **ACADBLDGABCP2021**
3. Construction of Road Network (Development of Agri Eco Tourism Haven, Camarines Norte State College-CANR, Labo, Camarines Norte) with ABC ---P2,533,861.92PROJECT Identification Number - **EVTourHAV2021**
4. Completion of Aqua Base Project: Camarines Norte State College Mercedes Campus, Daet, Camarines Norte with ABC -P**19,999,969.54** Project Identification Number -- **COMPAQUA2021**

She also emphasized that all the projects to be bid are charged in the 2021 GAA FUND.

According to Dr. Roxas that in view of the new Guidelines of the GPPB Resolution No. 16-2020 there are new guidelines in the preparation of Simplified Philippine Bidding Documents. It is dubbed as the 6th Edition, the bid documents issued to the bidders are already in accordance with the 6th Edition. Amended was the form of the paragraph b was added Bidder is not ***“blacklisted” by itself or by its relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;*** and added paragraph # No. to quote 10 was also added in accordance with the IRR in paragraph (i) stating ***“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 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 prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 9815 S. 1930, as amended, or the Revised Penal Code.***

Part of the modification – noted that the Affidavit of Site Inspection was also deleted in the checklist by the thought of this statement ***“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”.***



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INSTRUCTIONS TO BIDDERS

- CNSC HAS PRESCRIBED THAT SUBCONTRACTING IS NOT ALLOWED
- SIMILAR CONTRACT – VERTICAL INFRASTRUCTURES
- BID AND BID SECURITY SHALL BE VALID 120 DAYS FROM THE OPENING OF BIDS

The prospective bidders were advised to check the manpower and equipment indicated in the Bid Data Sheet issued to prospective bidders.

PACKAGING AND LABELING

The BAC Vice Chairperson, Mrs. Sheila P. Sapusao 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. However, bidder must carefully package their bid in order to avoid acknowledging errors during the process of bidding. She discussed the following topics:

Sealing and Markings of Bids:

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 FEBRUARY 10,2021
- ❖ IT MUST BE ALSO SEALED AND SIGNED
- ❖ PROPERLY PAGINATED, WITH TABLE OF CONTENTS, TAB AND SIGNATURE ON ALL PAGES.

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

Eligibility Documents:

Class “A” Documents

Legal Documents

- Class A Documents

LEGAL DOCUMENTS

1. VALID PHILGEPS – (PLATINUM MEMBERSHIP) ALL PAGES
2. REGISTRATION CERTIFICATE FROM SEC, DTI, OR CDA-this was illustrated in the white board the DTI Registration Certificate.
3. 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 and
4. Tax Clearance for Bidding Purposes- per E.O. No. 398 s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
5. **CLASS “B” Document- Joint Venture Bidders shall submit a Joint Venture Agreement (JVA)** in accordance with R.A. 4566 and its IRR.



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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:

- 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 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.



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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

The BAC Chair also said that it is the responsibility of the bidders to read and understand the Instruction to Bidders. Failure on their part to comply with the requirements in the bid of the five (5) projects, the BAC must not be held liable for its failure or disqualification.

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 the legal basis for the packaging and labelling of bid documents in accordance with ITB Clause 20.2 as follows:

ITB Clause 20.3 – Each bidder shall submit one original and three (3) 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. Sheila Sapusao reiterated the authority of the bidder's representative to present to the BAC before the opening of bids.

THE TECHNICAL DESCRIPTION OF THE PROJECT:

COMPLETION OF SEED SYSTEM FACILITY, CAMARINES NORTE STATE COLLEGE, ENTIENZA CAMPUS, TABUGON, CAMARINES NORTE

Engr. Giselle del Barrio presented the specifications of the project through power point presentation while Engr. Julius Fernan Vega presented the specification for structural of retro-fitting.

CONSTRUCTION OF ACADEMIC BUILDING, CAMARINES NORTE STATE COLLEGE ABAÑO CAMPUS, DAET, CAMARINES NORTE and the COMPLETION OF AQUA BASE PROJECT, CAMARINES NORTE STATE COLLEGE, MERCEDES CAMPUS, MERCEDES, CAMARINES NORTE

The Specifications was presented by Engr. Carla Mae Clemente while Arch. Mark Joy Elegido presented the plan of the project.

After the presentation, Engr. Ronald Mancenido informed the prospective bidders of the Audit Observation from the Commission on Audit (AOM) that the BAC will have to review and check the on-going projects of the bidders in other agencies whether it matched with the submitted list of on-going as part of the bidding documents.



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Dr. Roxas added that the procurement schedule is uploaded at the PHILGEPs and will be issued to prospective bidders upon payment of non-refundable fees.

MOVE FOR ADJOURNMENT

Since there were no other topics to be tackled, Engr. Balean moved for the adjournment the meeting, seconded in chorus. 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

HESSA G. AZUL
Head, BAC-TWG

NIDA T. PIMENTEL
BAC Member

AIREEN M. BABAGAY
BAC-TWG

GENARO B. BALANE
BAC Member

FRANCIS V. VILLACORTA
BAC-TWG

RONALD S. MANCENIDO
BAC Member



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