



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
SABLAYAN PRISON AND PENAL FARM
Occidental Mindoro



BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BID CONCONFERENCE

SPPF Conference Room, New Admin Building

August 06, 2020/10:00 am

Project Name: **Supply & Delivery of Various Materials and Tools for the Repair of Siburan Sub-Prison Facilities (2 lots)**

Approved Budget for the Contract (ABC): **Lot 1: Php 1,773,655.00**
Lot 2: Php 1,339,922.00

I: Present:

- | | |
|-----------------------------|--------------------------------------|
| 1. CSupt Eliseo J Belvis | - BAC Chairperson |
| 2. CSO4 Marshall Diomampo | - BAC Member |
| 3. CSO4 Eduardo Ignacio | - BAC Member |
| 4. CSO4 Virgilia De Jesus | - BAC Member |
| 5. CTSO4 Madia Bangibang | - TWG Chairperson |
| 6. CO1 Brandon Landicho | - TWG Member |
| 7. CSO2 Ruel Pimentel | - End-User |
| 8. CO3 Zander Ramos | - Supply Office Representative |
| 9. CTInsp Arsenio E Sicnao | - Head, BAC Secretariat |
| 10. CO2 Jesus Urieta Jr | - BAC Secretariat |
| 11. CO1 John Klenn Magno | - BAC Secretariat |
| 12. Mr. Garciano Dimayacyac | - Bidder's Representative (Garciano) |
| 13. Ms. Emily Daprosa | - Bidder's Representative (Garciano) |
| 14. Ms. Eden Capillo | - Bidder's Representative (JMMJ) |
| 15. Mr. Jan Mark Redondo | - Bidder's Representative (JMMJ) |

II: BUSINESS MATTER:

- The Pre-Bid Conference was called to order and Presided by BAC Chairperson CSupt Eliseo J Belvis at exactly 10:00 am at SPPF Conference Hall, New Admin Building, SPPF.
- TWG Chairperson CTSO4 Madia Bangibang initiated the activity with an invocation.
- BAC Secretariat CO2 Jesus Urieta Jr roll called the names of those present in the meeting.
- BAC Chairperson conducted an orientation and briefing about the project. He also emphasized that it is during Pre-Bid Conference where Bidders shall make their queries, clarifications and concerns about the project's terms and conditions. Concerns and/or protests from other interested bidders who were absent during Pre-Bid Conference which were already tackled during the pre-bid will not be entertained after the pre-bid. He also emphasized that the SPPF has its target timeline on implementation of this particular project and the winning bidder must and should deliver the tools and materials on time.



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- e. BAC Secretariat CO2 Jesus Urieta Jr. discussed the Eligibility requirements and Financial Components needed for the bidding, including the proper sealing of envelope and marking of bid. He also emphasized that the submission of Eligibility requirements together with its Financial Components should be done per lot. It should be in two (2) different bid envelopes. (Copy attached)
- f. BAC member CS04 Marshall Diomampo added that in regards to Omnibus Sworn Statement and Bid Securing Declaration, there are some bidders submitting their documents using their own format. Then, he explained that by using other format rather than what the SPPF BAC provided some important content were lost and according the RA 9184 it is a ground for disqualification. He pointed out that the BAC requires every bidder to use the original format for it is the standard format used by the Government of the Philippines.
- g. BAC Chairperson added that if the bidder wants the standard format, they could get a copy from BAC Office anytime.
- h. CO2 Jesus Urieta Jr also said that the standard format is included in the Bidding Documents posted on Philgeps.
- i. CO2 Jesus Urieta Jr discussed the Supplements or Bid bulletins made for the project. (Attached)
- j. BAC Chairperson highlighted that only seven (7) Calendar days from the receipt of *Notice to Proceed* was given to the Supplier to complete the delivery of the goods. He also advised every bidder to start on preparing the materials if they were really willing to bid for this project.
- k. Provisional BAC member/ End user CS02 Ruel Pimentel stated that to whoever won in this project, he is requesting that if they could provide the C-Purlins, Plywood and the Roof (long span) on the 2nd or 3rd day upon receipt of the NTP so that they could start with the project immediately.
- l. There is no problem with the availability of c-purlins and plywood. What might be a problem is the mobilization of the delivery especially during this pandemic Mr. Garciano Dimayacyac from Garciano Construction & Builders Supply. Yet, he agreed upon and asked why not to include the delivery of angle bars as well. "Where to install the c-purlins?" he added. However, the delivery of the roof will take time because it will undergo different process after they order it from their supplier.
- m. The Committee and the prospective bidders who attended the meeting agreed upon that the c-purlins, angle bars and plywoods be delivered within three (3) calendar days upon receipt of NTP. Delivery schedule for the said items will be supplemented.



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- n. BAC Chairperson asked the side of Technical Working Group if there is some suggestion or if there is any question.
- o. TWG Member CO1 Brandon Landicho speaks on their behalf, wherein he asked what to do to those bidders that were not present in the meeting, who might win the project but still have an outstanding delivery. Then, suggested that the BAC or the SPPF should have a back-up plan because these bidders/suppliers might compromise the timeframe of SPPF for the project.
- p. CSO4 Marshall Diomampo answered that it will be the task of the BAC during evaluation of the entire bid to properly scrutinize and evaluate the capacity/capability and commitment of a certain bidder to provide the necessary tools & materials.
- q. BAC Chairperson added that that's the main reason on inviting interested bidder on the Pre Bid conference to clarify and inform them the critical point of the project.
- r. BAC Head Secretariat asked what if the bidder who was absent on the meeting win and happened that they were not properly informed and not properly oriented about the terms.
- s. BAC Chairperson asked the other member of the BAC for their opinion about the questions of CTInsp Sicnao.
- t. CSO4 Diomampo stated that the committee should stand on what was declared on the Schedule of requirement which is within seven (7) calendar days upon receipt of the NTP, tools & materials should be delivered.
- u. BAC Chairperson agreed and emphasized that the Committee should be strict and required bidders to comply the delivery terms and would implement the liquidated damages if necessary.
- v. Bidders representative Ms. Eden Caspillo expressed that it is challenging for them as supplier to provide all those materials needed in just seven (7) calendar days, she also added that we are still under pandemic and it will add up to the burden of delivery completion within seven (7) calendar days.
- w. BAC Chairperson said that the committee understand the critical point of this terms for the supplier/s and pointed out that supplier/s should also understand that SPPF also has its own deadline to comply.
- x. CTInsp Arsenio Sicnao said that the committee really understands their situation but the fact that the committee also has its own deadline to deal with. He added that if they could help the SPPF, he encouraged everyone to help, by way of joining the bidding if they think they were capable of providing the materials needed.
- y. Mr. Garciano Dimayacyac asked whether they can file a protest for those bidders who were absent at the Pre-Bid but happened to win the bidding.



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- z. CSO4 Diomampo answered “No” and said that bidders were not required to attend the pre-bid but oblige to follow what was stated in the Schedule of Requirements. *(This is pursuant to Section 22.3 of the 2016 Revised IRR of RA 9184 which state among others that pre-bid conference is open to prospective bidders but attendance shall not be mandatory)* And cited “seven (7) days delivery period” as an example, if the winning bidder made an objection about the delivery timeframe, it will not be entertained because these kinds of queries should be made during the pre-bid. Decisions which were agreed upon during pre-bid were already final.
- aa. Mr. Garciano Dimayacyac agreed upon then clarified the schedule for evaluation or post qualification.
- bb. BAC Chairperson stated that the post qualification will be schedule a day after the day of bid opening.
- cc. BAC Secretariat reminded every bidder that all materials should be at its Standard size, thickness, weight and form as specified on the Technical Specifications.
- dd. Mr. Garciano Dimayacyac asked about the tolerable sizes in materials and cited an angle bar as example.
- ee. CO1 Landicho confirmed that the GSS allocated tolerable allowance for standard material.
- ff. The BAC Chairman asked if there were some more suggestions, questions or queries on part of the BAC, TWG, End-User and Suppliers. And none raised their hand. So, the Chairperson adjourned the meeting.

The Meeting was adjourned at 10:50 am

Taken and prepared by:


CO1 JOHN GLENN A MAGNO
BAC Secretariat

Checked by:


CTINSP ARSENIO E SICNAO
Head, BAC Secretariat

Reviewed by:


CSUPT ELISEO J BELVIS
BAC Chairperson

CHECKLIST OF REQUIREMENTS

1. First Envelope

- 1.1 Certified True Copy of PhilGEPS Certificate of Registration (Platinum Membership)***or***
1.2 Class "A" Documents

Legal Documents

- i) **Registration certificate from SEC, DTI** for sole proprietorship, or **CDA** for cooperatives.
ii) **Mayor's/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 Zones or Areas.
iii) **Tax clearance** per E.O. 398, s. 2005, as finally reviewed and approved by the BIR. ***or***
1.3 **Combination of PhilGEPS Platinum Membership and recently updated Class "A" Documents**- Legal documents not presently reflected in PhilGEPS

Technical Documents

- iv) **Statement of all 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, within the relevant period as provided in the Bidding Documents
v) Statement of the bidder's **Single Largest Completed Contract (SLCC)** similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.

Financial Documents

- vi) 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.
vii) The prospective bidder's computation of **Net Financial Contracting Capacity (NFCC)**. However, in the case of procurement of Goods, a bidder may submit a **Committed Line of Credit (CLC)**

A. Class "B" Document

JVA of the Duly Notarized Statement in accordance with Section 23.1(b) of the RIRR of RA 9184, if applicable

Bid Security

1. Two percent (2%)
a. **Cash or cashier's/manager's check** issued by a Universal or Commercial Bank ***or***
b. **Bank draft/guarantee or irrevocable letter of credit** issued by a Universal or Commercial Bank
2. Five percent (5%)
a. **Surety bond callable upon demand** issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
3. **Bid Securing Declaration**- an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days, as indicated in the Bidding Documents, from receipt of the Notice of Award.

Technical Specifications, which may include production/delivery schedule (**Schedule of Requirements**), manpower requirements, and/or after-sales service/parts, if applicable

Omnibus Sworn Statement in accordance to Section 25.3 of the RIRR of RA 9184

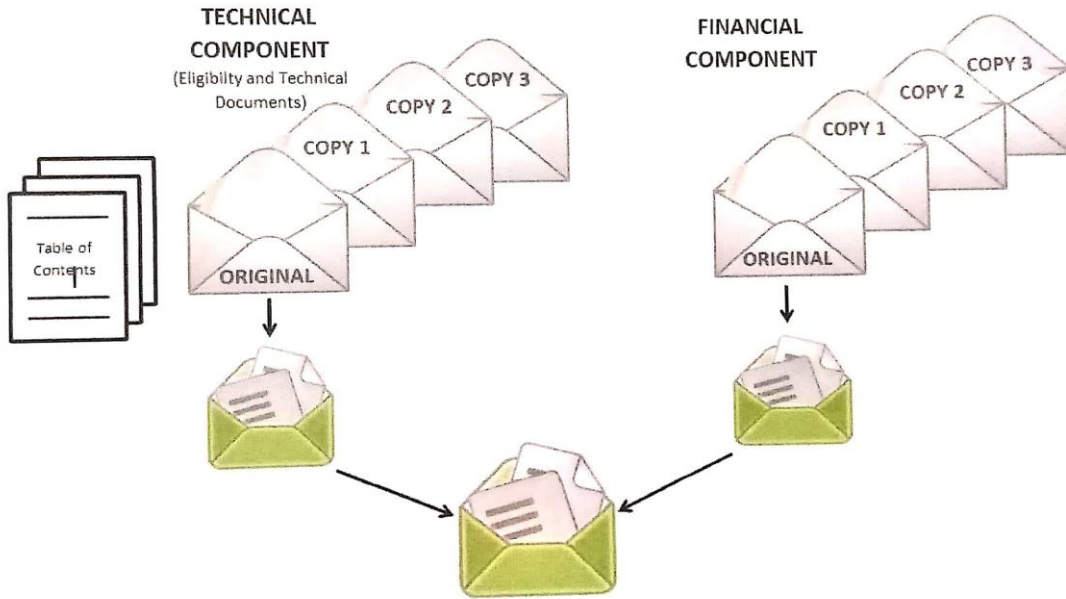
1. Second Envelope

1. Financial Bid Form

- **Prepare 4 sets of all documents** (1-Certified True Copy of the Original file and 3 photocopies) duly labelled and tabbed **per lot**.

SEALING AND MARKING OF BID PER LOT

(Two-Envelope System)





BIDS & AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN #1

To all prospective/interested bidder for the Supply & Delivery of Various Materials and Tools for the Repair of Siburan Sub-Prison Facilities (2 Lots):

Clause	Original Version	Revised Version
BDS ITB Clause 20.3	Each Bidder shall submit One (1) original and Three (3) copies of the first and second components of its bid.	Each Bidder shall submit One (1) original and Three (3) copies of the first and second components of its bid <i>per lot.</i>
BDS ITB Clause 28.3 (a)	Grouping and Evaluation of Lots – Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.	Grouping and Evaluation of Lots – Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.
SCC GCC Clause 5.1	The Procuring Entity's address for Notices is: CTINSP ARSENIO E SICNAO Head, BAC Secretariat SABLAYAN PRISON AND PENAL FARMSPPF Reservation Area, Malibong Sablayan, Occidental Mindoro 09955546708	The Procuring Entity's address for Notices is: CSUPT ELISEO J BELVIS BAC Chairperson Sablayan Prison and Penal Farm, Sablayan, Occidental Mindoro
Other Changes in the Bid Documents	Original Version	Revised Version
Schedule of Requirements Delivery Period for Lot 1 & 2	W/in 20 Calendar Days Upon Receipt Of Notice To Proceed (NTP)	w/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
Email Address Front Page Back Page	sppfbacsec@bucor.gov.ph.gmail.com sppf_bacsec@bucor.gov.ph	sppfbacsec.bucor.gov.ph@gmail.com sppfbacsec.bucor.gov.ph@gmail.com

For inquiries and clarifications, please call the BAC Secretariat at CP# 09455793352.


CSUPT ELISEO J BELVIS
 BAC Chairperson

Received by:

 Name and signature of representative
 Date: _____



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BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL BID BULLETIN No.2

*For The “Supply & Delivery of Various Materials and Tools
for the Repair of Siburan Sub-Prison Facilities (2Lots)”*

PURCHASE REQUEST NO.: SPPF2020-PR.220

Approved Budget for the Contract

Old Version:

LOT	BRIEF DESCRIPTION	BID REFERENCE NO.	APPROVED BUDGET FOR THE CONTRACT (ABC)
<i>Lot 1</i>	<i>Various Materials for SSP Facility Repair Carpentry Works</i>	<i>BIDSPPF2020-PR.220A</i>	<i>One Million Three Hundred Thirty-Nine Thousand Nine Hundred Twenty-Two Pesos Only (Php1,339,922.00)</i>
<i>Lot 2</i>	<i>Roofing Materials & Tools</i>	<i>BIDSPPF2020-PR.220B</i>	<i>One Million Seven Hundred Seventy-Three Thousand Six Hundred Fifty-Five Pesos Only (Php1,773,655.00)</i>

Corrected Version:

LOT	BRIEF DESCRIPTION	BID REFERENCE NO.	APPROVED BUDGET FOR THE CONTRACT (ABC)
<i>Lot 1</i>	<i>Various Materials for SSP Facility Repair Carpentry Works</i>	<i>BIDSPPF2020-PR.220A</i>	<i>One Million Seven Hundred Seventy-Three Thousand Six Hundred Fifty-Five Pesos Only (Php1,773,655.00)</i>
<i>Lot 2</i>	<i>Roofing Materials & Tools</i>	<i>BIDSPPF2020-PR.220B</i>	<i>One Million Three Hundred Thirty-Nine Thousand Nine Hundred Twenty-Two Pesos Only (Php1,339,922.00)</i>

Issued this 4th day of August 2020 at Sablayan Prison and Penal Farm, Malisbong, Sablayan, Occidental Mindoro.


CSUPT ELISEO J BELVIS
BAC Chairperson



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SUPPLEMENTAL BID BULLETIN No.3

*For The “Supply & Delivery of Various Materials and Tools
for the Repair of Siburan Sub-Prison Facilities (2Lots)”*

PURCHASE REQUEST NO.: SPPF2020-PR.220

Change of Venue for Pre-bid Conference & Bid Opening

<i>Clause</i>	<i>Old Version:</i>	<i>Corrected Version:</i>
Invitation to Bid No. 9 Schedule of Bidding Activities: <u>Pre-bid</u> <u>Conference & Bid</u> <u>Opening</u>	<i>SPPF BAC Office</i>	<i>SPPF Conference Hall, New Admin Bldg., Central Prison, SPPF, Malisbong, Sablayan, Occidental Mindoro</i>
Bid Data Sheet ITB Clause No. 24.1 The Place for Bid Opening		

Issued this 5th day of August 2020 at Sablayan Prison and Penal Farm,
Malisbong, Sablayan, Occidental Mindoro.

CSUPT ELISEO J BELVIS
BAC Chairperson



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Sablayan, Occidental Mindoro



BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL BID BULLETIN No.4

*For The “Supply & Delivery of Various Materials and Tools
for the Repair of Siburan Sub-Prison Facilities (2Lots)”*

PURCHASE REQUEST NO.: SPPF2020-PR.220

Funding Instrument

<i>Clause</i>	<i>Old Version:</i>	<i>Corrected Version:</i>
Bid Data Sheet ITB Clause No. 2	The Funding Source is: The Government of the Philippines (GOP) through <u>GAA 2020</u> .	The Funding Source is: The Government of the Philippines (GOP) through <u>Local Fund 284</u> .

Issued this 6th day of August 2020 at Sablayan Prison and Penal Farm,
Malisbong, Sablayan, Occidental Mindoro.

CSUPT ELISEO J BELVIS
BAC Chairperson



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SUPPLEMENTAL BID BULLETIN No.5

*For The “Supply & Delivery of Various Materials and Tools
for the Repair of Siburan Sub-Prison Facilities (2Lots)”*

PURCHASE REQUEST NO.: SPPF2020-PR.220

Schedule of Requirements

Lot 1 – Items 9, 10 & 11

Lot 2 – 1, 6 & 7

Old Version:

Lot 1- Various Materials for SSP Facilities Repair Carpentry Works				
Item No.	Quantity	UOM	Specifications	Delivery Period
9	200	PIECE	MARINE PLYWOOD 3/4 STD	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
10	300	PIECE	MARINE PLYWOOD 1/2 STD	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
11	300	PIECE	MARINE PLYWOOD 1/4 STD	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
Lot 2 - Roofing Materials & Tools				
1	210	PIECE	C-PURLINS 2x3x1.5 GI	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
6	470	PIECE	ANGLE BAR 2X1/4 STD	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
7	30	PIECE	ANGLE BAR 1X1/4 STD	W/in seven (7) Calendar Days Upon Receipt Of Notice To Proceed (NTP)

Corrected Version:

Lot 1- Various Materials for SSP Facilities Repair Carpentry Works				
Item No.	Quantity	UOM	Specifications	Delivery Period
9	200	PIECE	MARINE PLYWOOD 3/4 STD	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
10	300	PIECE	MARINE PLYWOOD 1/2 STD	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
11	300	PIECE	MARINE PLYWOOD 1/4 STD	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
Lot 2 - Roofing Materials & Tools				
1	210	PIECE	C-PURLINS 2x3x1.5 GI	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
6	470	PIECE	ANGLE BAR 2X1/4 STD	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)
7	30	PIECE	ANGLE BAR 1X1/4 STD	W/in three (3) Calendar Days Upon Receipt Of Notice To Proceed (NTP)

Issued this 10th day of August 2020 at Sablayan Prison and Penal Farm, Malisbong, Sablayan, Occidental Mindoro.


CSUPT ELISEO J BELVIS
BAC Chairperson