



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Bids and Awards Committee – Infrastructure  
**MINUTES OF THE PRE-BID CONFERENCE**

October 21, 2024  
3:00 P.M.

**ATTENDANCE:**

- |                          |  |
|--------------------------|--|
| 1. Jerry C. Bokingkito   | BAC Chairperson (Infrastructure)         |
| 2. Helen E. Tangon       | BAC Vice Chairperson (Infrastructure)    |
| 3. Dave A. Patigayon     | Provisional Member                       |
| 4. Jed A. Nieves         | End-user Representative (Infrastructure) |
| 5. Mary Grace B. Pajaren | BAC Staff                                |
| 6. Mary Jerica L. Ocupe  | BAC Staff                                |

*Annex A – (Bidders' Attendance)*

**A. Call to Order and Declaration of Quorum**

The pre-procurement conference for the projects:

- 1. Procurement of Projects under CY 2024 BEFF, Library Hub (Batch 1) Polanco CS - Lot 1** with an Approved Budget of the Contract of Eight Million Forty-Seven Thousand One Hundred Twenty- Two Pesos & 58/100 (P 8,047,122.58);
- 2. Procurement of Projects under CY 2024 BEFF, Library Hub (Batch 1) Liloy CS - Lot 2** with an Approved Budget of the Contract of Seven Million Seven Hundred Ninety-Eight Thousand Fifty Pesos & 29/100 (P 7,798,050.29);

was called to order at 3:15 in the afternoon presided by ASDS Jerry C. Bokingkito, Chairperson, Bids and Awards Committee-Infrastructure. The bid opening commenced with a prayer led by the BAC Staff, Mary Jerica L. Ocupe, followed by a roll call of the members. The BAC Chairperson then conducted the declaration of quorum and requested the Secretariat to continue with the proceedings.

**B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference**

Engr. Patigayon, proponent presented the Library hub design, PLANS & SPECIFICATIONS with the Program of Works (POW) for the project with the Scope of Work. He also presented plans and specifications, such as, the roofing and ceiling plans.

**C. Presentation of the Philippine Bidding Documents (PBD)**

The BAC Secretariat discussed and presented each section of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the Philippine Bidding Documents was also conducted. Giving focus on the timeline of the procurement especially the date and time of the submission of the bid proposal.

Completion of the project will be within **One Hundred Twenty (120) calendar days** upon receipt of the Notice to Proceed. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. It was emphasized that bidders should have an SLCC completed, within three (3) years from the submission and receipt of bids. Also, suppliers must have an experience of Construction of Building plus provision of furniture within 3 years. It should have PCAB License at least Category B (with experience in delivery of furniture).





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It was added that the prospective bidders during the buying of the bid documents or before the submission of bid proposal shall submit the ancillary documents such as a copy of Document Request List (DRL), Letter of Intent (LOI) and Special Power of Attorney (SPA) if represented.

The technical and financial documents was also discussed on what are the documents contained therein. That when the technical component envelope did not pass the evaluation, automatically, the financial component envelope will not be open.

The BAC Secretariat puts emphasis on the following:

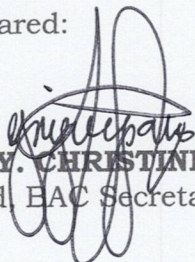
1. Tabbing of documents shall be required.
2. Sequencing of documents shall be based on the order as presented in the checklist.
3. Proposals, bids or tenders shall be submitted on or before the deadline set for the dropping of proposals, bids or tenders.
4. Philippine Bidding Documents (PBD) shall be included or inserted in the envelope of the original copy of the proposal. Each page of the PBD shall signed to signify that the bidder has read and understood fully the contents of the PBD.

He also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted. He mentioned that the posting of any supplemental bid or bid supplement in the PhilGEPS and in the procuring entity's website shall be considered a sufficient notice to the bidders or parties concerned.


He finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

There being no matters to discuss, the meeting adjourned at 4:10 in the afternoon.

Prepared:

  
**ATTY. CHRISTINE JOYCE S. PACO**  
Head, BAC Secretariat

Noted:

  
**JERRY C. BOKINGKITO CESE**  
Chairperson, BAC (Infrastructure)