



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
January 26, 2024

ATTENDANCE:

- | | |
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| 1. Helen E. Tangon | BAC Vice-Chairperson (Infrastructure) |
| 2. Ervie A. Acaylar | BAC Regular Member (Infrastructure)
(virtual) |
| 3. Engr. Dave A. Patigayon | Provisional Member/Proponent |
| 4. Jed A. Nieves | Expert Representative |
| 5. Atty. Christine Joyce S. Paco | Head BAC Secretariat |
| 6. Atty. Noriza Jean L. Daga | Co-Head BAC Secretariat |

Annex A – (Bidders' Attendance)

Annex B – (Observers' Attendance)

A. Call to Order and Declaration of Quorum

The pre-bid conference for the projects **Construction of Perimeter Fence at ZN Division Office Proper** with an Approved Budget Contract (ABC) of Three Million Fifteen Thousand Two Hundred Sixty-One Pesos & 24/100 (Php 3,015,261.24) was called to order at 3:18 in the afternoon presided by Ma'am Helen E. Tangon, Vice-Chairperson, Bids and Awards Committee-Infrastructure. The conference started with a prayer lead by the Secretariat. Ma'am Tangon then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer. Presence of the observers and COA representatives were also acknowledged.

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

The proponent, Engr. Dave A. Patigayon presented the Program of Work (POW) including the Bill of Quantities (BOQ). He stated that this project includes steel works for the existing fence, window grills for first floor and second floor, construction of guardhouse, electrical lights for every column and external painting works for the old building.

He mentioned that the prospective bidder should have a PCAB license in Category D. And that this project has Ninety (90) days completion of works.

He also presented a template of the Detailed Unit Price Analysis (DUPA) which should be used by the prospective bidders in the submission of the bid docs for uniformity.

C. Presentation of the Philippine Bidding Documents (PBD)

The BAC Secretariat Head, was requested to present and discuss each section of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the



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Philippine Bidding Documents. She emphasized the timelines of the procurement particularly the deadline of the submission of the proposal of bids.

The BAC also reminded the prospective bidders to submit their intent letter and Documents Request List (DRL). And in case by a representative, submission of the Special Power of Attorney (SPA).

She stressed out that bidders' Largest Completed Contract (SLCC) should have been completed within three (3) years prior to the deadline of the submission and receipt of bids.

She 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.

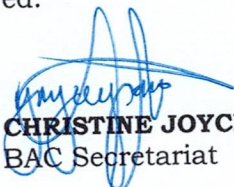
She also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted.

She 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).


It was also mentioned that given that the schedule of the submission and opening of bids falls on a holiday, February 8, 2024, an advisory was posted changing the schedule from February 8 to February 12, 2024.

There being no matters to discuss, the meeting adjourned at 3:42 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:


HELEN E. TANGON
Vice-Chairperson, BAC (Infrastructure)



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