



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

November 5, 2024
3:00 P.M.

ATTENDANCE:

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| 1. Helen E. Tangon | BAC Vice Chairperson (Infrastructure) |
| 2. Nilda Y. Galaura | BAC Member (Infrastructure) |
| 3. Ervie A. Acaylar | BAC Member (Infrastructure) |
| 4. Janet N. Recamara | BAC Member (Infrastructure)
(Virtual) |
| 5. Franklin C. Anto | End- user Representative |
| 6. Mary Grace Bagatua-Pajaren | BAC Staff |
| 7. 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. Construction of Temporary Water, Sanitation and Hygiene (WaSH) Facilities in Region IX Affected by Disasters in FY 2021-2022** with an Approved Budget of the Contract of Four Million Eight Hundred Seventy-Seven Thousand Nine Hundred Eighty Six Pesos & 76/100 (P4,877,986.76);
- 2. Construction of 4 Units Temporary Learning Space at Nonoyan Elementary School, Baliguian, ZDN** with an Approved Budget of the Contract of One Million Three Hundred Eighteen Six Hundred Sixty- Six Pesos & 80/100 (P 1,318,666.80);
- 3. Construction of Various Temporary Learning Spaces in ZDN** with an Approved Budget of the Contract of Two Million One Hundred Seventeen Thousand Eight Hundred Seventy-Three Pesos & 14/100 (P2,117,873.14);

was called to order at 3:10 in the afternoon presided by AO V Helen E. Tangon, Vice-Chairperson, Bids and Awards Committee-Infrastructure. The Pre-bid commenced with a prayer led by the BAC Head Secretariat, followed by a roll call of the members. The BAC Vice Chairperson then conducted the declaration of quorum and requested the Secretariat to continue with the proceedings.

B. Presentation of the Philippine Bidding Documents (PBD)

The BAC Secretariat discussed the following projects:

Project No. 1: Construction of Temporary Water, Sanitation and Hygiene (WaSH) Facilities in Region IX Affected by Disasters in FY 2021-2022

Completion of the project will be within Ninety (90) days each lots upon receipt of the Notice to Proceed. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. Similar contract pertains to any construction. Suppliers should have PCAB License Category D.

Project No. 2: Construction of 4 Units Temporary Learning Space at Nonoyan Elementary School, Baliguian, ZDN



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Completion of the project will be within sixty (60) 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. Similar contract pertains to any construction. Suppliers should have PCAB License Category D.

Project No. 3: Construction of Various Temporary Learning Spaces in ZDN

Completion of the project will be within Ninety (90) days each lot upon receipt of the Notice to Proceed. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. Similar contract pertains to any construction. Suppliers should have PCAB License Category D.

Provisions common to the three (3) projects:

Presentation and discussion of 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.

Also, it was emphasized that bidders should have completed, within three (3) years from the submission and receipt of bids, a contract similar to the project.

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 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.

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).

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

Engr. Franklin Anto, End user Representative presented the following projects:

Project No. 1: Construction of Temporary Water, Sanitation and Hygiene (WaSH) Facilities in Region IX Affected by Disasters in FY 2021-2022

This project is a provision of temporary WASH facility affected by disaster in FY 2021-2022. Consisting of 10 Handwashing facilities for Lot 1 and 19 Handwashing facilities for Lot 2.



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Sub-ARO of the project has already been received as fund for this project. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. Similar contract pertains to any construction project- General Building Suppliers should have PCAB License Category D.

Project No. 2: Construction of 4 Units Temporary Learning Space at Nonoyan Elementary School, Baliguian, ZDN

This project is a provision of Temporary Learning Space (TLS) for learners in Nonoyan Elementary School in Baliguian. The TLS will be composed of 4 units.

Sub-ARO of the project has already been received as fund for this project. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. Similar contract pertains to any construction project- General Building. Suppliers should have PCAB License Category D.

Project No. 3: Construction of Various Temporary Learning Spaces in ZDN

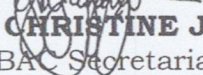
It was emphasized that this project should be in four (4) lots. This includes the two (2) units for Lingasad Elementary School and Selese Elementary School, four (4) TLS with Temporary WASH Facilities for Bato Elementary School, and one (1) TLS for Lipay Elementary School


Sub-ARO of the project has already been received as fund for this project. Single Largest Completed Contract (SLCC) was established to be 50% of the similar contract to the project. Similar contract pertains to any construction project- General Building. Suppliers should have PCAB License Category D.

There being no matters to discuss, the meeting adjourned at 4:00 p.m. in the afternoon.

Prepared:

Noted:


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


JERRY C. BOKINGKITO CESE
Chairperson, BAC (Infrastructure)