



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**

May 2, 2024  
3:00 P.M.

**ATTENDANCE:**

1. Raymond M. Salvador	BAC Chairperson (Infrastructure)
2. Helen E. Tangon	BAC Vice Chairperson (Infrastructure)
3. Ervie A. Acaylar	BAC Member (Infrastructure)
4. Dave A. Patigayon	Provisional Member
5. Jed A. Nieves	End-user Representative (Infrastructure)
6. Atty. Christine Joyce S. Paco	Head - BAC Secretariat
7. Atty. Noriza Jean L. Daga	Co-Head - BAC Secretariat
8. Mary Grace B. Pajaren	BAC Staff

*Annex A – (Bidders' Attendance)*

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

The pre-procurement conference for the projects:

- 1. Clean-up and Minor Repair (CUMR) and Temporary WASH Facility in Baybay Central School, Liloy, ZDN** with an Approved Budget of the Contract of One Hundred Eighty-Eight Thousand Two Hundred Six Pesos & 44/100 (P 188,206.44);
- 2. Provision of Five (5) Temporary Learning Space (TLS) for Baybay Central School, Liloy, ZDN** with an Approved Budget of the Contract of Nine Hundred Thousand Pesos & 00/100 (P 900,000.00); and
- 3. Procurement of Projects Under the CY 2024 Basic Education Facilities AND Restoration OF Gabaldon School Buildings-Lapayanbaja ES and Sianib ES** with an Approved Budget of the Contract of Forty-Seven Million Thirty Thousand Pesos & 00/100 (P 47,030,000.00)

was called to order at 3:10 in the afternoon presided by ASDS Raymond M. Salvador, Chairperson, Bids and Awards Committee-Infrastructure. It started with a prayer lead by the BAC regular member for infrastructure, EPS Ervie A. Acaylar. ASDS Salvador then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer.

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

The BAC Secretariat discussed the following projects:

**Project No. 1:** Clean-up and Minor Repair (CUMR) and Temporary WASH Facility in Baybay Central School, Liloy, ZDN

Completion of the project will be within thirty (30) 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. 2:** Provision of Five Temporary Learning Space (TLS) for Baybay Central School, Liloy, 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:** Procurement of Projects Under the CY 2024 Basic Education Facilities and Restoration of Gabaldon School Buildings-Lapayanbaja ES and Sianib ES

It was emphasized that this project should be in two (2) lots. This includes the restoration of two (2) classrooms for Lapayanbaja Elementary School and four (4) classrooms for Sianib Elementary Schools with a solar panel for both schools.

Completion of the project will be within two hundred ten (210) days for 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 restoration of Gabaldon buildings with solar panel. Suppliers should have PCAB License at least Category B with specialization of electrical works.

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. Patigayon, proponent presented the following projects:

**Project No. 1:** Clean-up and Minor Repair (CUMR) and Temporary WASH Facility in Baybay Central School, Liloy, ZDN





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This project is a provision of clean-up and minor repair and temporary WASH facility affected by the fire incident in Baybay Central School in Liloy. The Handwashing facility will include a two (2) seater toilet.

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. Suppliers should have PCAB License Category D.

**Project No. 2:** Provision of Five Temporary Learning Space (TLS) for Baybay Central School, Liloy, ZDN

This project is a provision of Temporary Learning Space (TLS) for learners whose classrooms have been affected by the fire incident in Baybay Central School in Liloy. The TLS will be composed of five (5) classrooms.

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. Suppliers should have PCAB License Category D.

**Project No. 3:** Procurement of Projects Under the CY 2024 Basic Education Facilities and Restoration of Gabaldon School Buildings-Lapayanbaja ES and Sianib ES

It was emphasized that this project should be in two (2) lots. This includes the restoration of two (2) classrooms for Lapayanbaja Elementary School and four (4) classrooms for Sianib Elementary Schools with a solar panel for both schools.

Completion of the project will be within two hundred ten (210) days for 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 restoration of Gabaldon buildings with solar panel. Suppliers should have PCAB License at least Category B with specialization of electrical works.

**D. Open Forum**


Questions, Clarifications, Discussions	Agreements
1. For Gabaldon buildings, will it suffice to have an SLCC similar to the project of any construction or is it necessary to have an SLCC similar to GABALDON projects?	For GABALDON buildings, the SLCC similar to the project should be the construction of GABALDON buildings.

There being no matters to discuss, the meeting adjourned at 3:50 in the afternoon.

Prepared:

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

Noted:

  
**RAYMOND M. SALVADOR CESO VI**  
 Chairperson, BAC (Infrastructure)

