



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

August 15, 2024
3:00 P.M.

ATTENDANCE:

- | | |
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| 1. Raymond M. Salvador | BAC Chairperson (Infrastructure) |
| 2. Helen E. Tangon | BAC Vice Chairperson (Infrastructure) |
| 3. Ervie A. Acaylar | BAC Member (Infrastructure) |
| 4. Nilda Y. Galaura | BAC Member (Infrastructure) |
| 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 |

A. Call to Order and Declaration of Quorum

The pre-bid conference for the project **Rebidding for the Construction of Temporary Learning Space at Lipay Elementary School** with an Approved Budget of the Contract of Three Hundred Twenty-Nine Thousand Six Hundred Sixty-Six Pesos & 70/100 (P 329,666.70) was called to order at 3:23 in the afternoon presided by Ma'am Helen E. Tangon, Vice Chairperson, Bids and Awards Committee-Infrastructure. It started with a prayer then Ma'am Tangon 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 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 **sixty (60) 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. Similar contract pertains to any construction. It was emphasized that bidders should have an SLCC completed, within three (3) years from the submission and receipt of bids. Also, suppliers should have PCAB License at least Category D.

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.



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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:

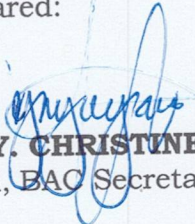
1. Tabbing of documents shall be required.
2. Sequencing of documents shall be based on the order as presented in the checklist.
3. Proposals, bids or tenders shall be submitted on or before the deadline set for the dropping of proposals, bids or tenders.
4. Philippine Bidding Documents (PBD) shall be 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.

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

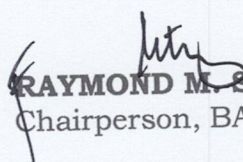
She finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

There being no matters to discuss, the meeting adjourned at 3:40 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:


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