



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**

June 5, 2024  
3:00 P.M.

**ATTENDANCE:**

- |                              |  |
|------------------------------|--|
| 1. Helen E. Tangon           | BAC Vice Chairperson (Infrastructure)    |
| 2. Ervie A. Acaylar          | BAC Member (Infrastructure)<br>virtual   |
| 3. Dave A. Patigayon         | Provisional Member                       |
| 4. Jed A. Nieves             | End-user Representative (Infrastructure) |
| 5. Atty. Noriza Jean L. Daga | Co-Head - BAC Secretariat                |

*Annex A – (Bidders' & Observer' Attendance)*

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

The pre-bid conference for the projects:

1. **Construction of Temporary Learning Spaces** with an Approved Budget of the Contract of One Million Eight Hundred Eight Thousand Two Hundred Six Pesos & 44/100 (P 1,808,206.44); and
2. **Repair and Rehabilitation of Classrooms Under BEFF CY 2024** with an Approved Budget of the Contract of Eighteen Million Two Hundred Ninety Thousand Four Hundred Seventeen Pesos & 69/100 (P 18,290,417.69)

was called to order at 3:30 in the afternoon presided by Ma'am Helen Tangon, Vice Chairperson, Bids and Awards Committee-Infrastructure. It started with a prayer with the Audio Visual, 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 Project Overview, Specifications, Scope of Work and Terms of Reference**

Engr. Patigayon, proponent presented the following projects:

**Project No. 1: Construction of Temporary Learning Spaces**

This project will be composed of two (2) lots, **Lot 1** Lingasad ES, Polaco and Selese ES, Siayan with an ABC of Nine Hundred Thousand Pesos & 00/100 (Php 900,000.00) and **Lot 2** Bato ES, Sindangan with an ABC Nine Hundred Eight Thousand Two Hundred Six Pesos & 44/100 (Php 908,206.44).

He presented a Temporary Learning Space design with the Program of Works (POW) for the project with the Scope of Work.

**Project No. 2: Repair and Rehabilitation of Classrooms Under BEFF CY 2024**

This project will be composed of three (3) lots, **Lot 1** Rizalina ES, Rizal with an ABC of Four Million Six Hundred Forty-Five Thousand Seventy-Three Pesos & 45/100 (Php 4,645,073.45); **Lot 2** Diongan NHS, Siayan with an ABC Six Million Six Hundred Forty-Five Thousand Nine Hundred Eight Pesos & 19/100 (Php 6,645,908.19); and **Lot 3** Bogabongan ES, Bacungan with an ABC Six Million Nine Hundred Ninety-Nine Thousand Four Hundred Thirty-Six Pesos & 05/100 (Php 6,999,436.05).





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He presented photos of the present situation of the buildings for the prospective bidders to visualize the current condition of the buildings that needs to be repaired. He also presented plans and specifications, such as; the roofing and ceiling plans; doors, windows & fascia frame plan; blackboard plan; and electrical plan. He also presented the Scope of Works of the Project and mentioned that winning bidder should provide proper documentation such as photos of the building before and after the repair and rehabilitation.

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

The BAC Secretariat discussed the following projects:

**Project No. 1: Construction of Temporary Learning Spaces**

Discussion of the fund source which is; Sub-ARO No. RO-9-ZN-24-05-00280 and Sub-ARO No. RO-9-ZN-24-04-0242. 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. Suppliers should have PCAB License Category D.

**Project No. 2: Repair and Rehabilitation of Classrooms Under BEFF CY 2024**

This project is a Short for Award, which means the Notice of Award will be issued once the availability of funds. Completion of the project will be within ninety (90) calendar days for Lot 1 and one hundred twenty (120) calendar days each for Lots 2 and 3 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 Repair and Rehabilitation of Classroom Buildings. Suppliers should have PCAB License Category D.

Provisions common to the two (2) 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.



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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).

**D. Open Forum**

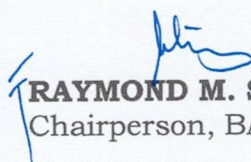
Questions, Clarifications, Discussions	Agreements
1. For the scope of works pertaining to the requirement of using bar cutter, can the bidder use a machine cutter?	Yes, the bidder can use such equipment.
2. Pertaining to Certificate of Site Inspection, does it need to be certification signed by the Principal/School Head or a notarized declaration of site inspection will suffice?	The Certification of Site Inspection should be the one signed by the Principal/ School Head to ensure that the bidder has inspected the site and made sure that they are capable of performing the project notwithstanding the situation/location of the site.
3. Further discussion on Short for Award.	Short for Award means that the project will be awarded to the winning bidder once the Allocation of the project is available, in which case such allocation will be provided once there is a Resolution to Award.

Also, it was reiterated by EPS Ervie Acaylar, TWG Head the importance of acquiring the Certificate of Site Inspection. There being no matters to discuss, the meeting adjourned at 4:15 in the afternoon.

Prepared:

  
**ATTY. NORIZA JEAN L. DAGA**  
Co-Head, BAC Secretariat

Noted:

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