



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

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Minutes of the Pre-Bid Conference

Repair and Rehabilitation of Division Office CY 2019

Batch 1 Division of Negros Oriental

Date: June 25, 2019 (Tuesday), 02:00 PM

Venue: SDS Conference Room, Division of Negros Oriental, Dumaguete City

Prayer: Dr. Antonio Baguio, Jr., BAC Member

Roll Call: Ms. Dauzeen Luzmarie M. Mercado, BAC Secretariat Member

Present: (See attached Attendance Sheet)

IV. Preliminaries

The Chairperson of the Bids and Awards Committee, Dr. Fay C. Luarez, called the meeting to order and declared a quorum.

V. Business Matters

1. Discussion on the importance of Pre-Bid Conference

According to BAC Chairperson, Dr. Fay C. Luarez that in line with the circular on the issuance of the conduct of Pre-Bid Conference, the importance of conducting a pre bid conference is emphasized to ensure that disqualifications of bidders due to non-compliance of requirements are minimized. Also, this is a venue for discussions and clarifications between the BAC and the bidders regarding the project for bidding especially on the details thereof. The minutes of the pre bid conference shall also be posted in the DepEd Website not later than five (5) days thereafter.

2. Reading of the ABC, Item Description and Schedule of the Opening of Bids

The Approved Budget for the Contract is Php 7,214,924.61 with 150 working calendar days.

3. Reminders of Important matters in the Bidding Documents

- The Opening of Bids will be on July 8, 2019 (Monday) at 10:00 AM, third floor Conference Room DepEd, Division Office
- Late Bids will not be accepted
- The cost of the Bidding Documents is Php 10,000.00
- Two Envelopes are required to be submitted by the bidder

First envelope- eligibility requirements and technical component CD

Second Envelope- Financial requirements

The envelopes must be properly sealed

Any unsigned page or any lacking page in the required documents shall disqualify the bidder and shall suspend the opening of the Financial Document.

4. Scope of Work by Engr. Philip Tubog and Engr. Monica Abadines

- Repair of Division- from roofing to painting with carpentry
- Electrical will be managed by Engr. Cesar Fernandez
- We cannot delete any items but we can ask for variation order
- You may ask soft copy from the office of the Program of Works
- Clarifications in the details of the Program of Works shall be done in the Pre-Construction Conference so that we can have proper arrangement with the Heads of Offices
- Strategic methodology which areas are to be done first should be agreed upon between the contractor and the Division especially that we should not disrupt the work in the office
- Certification of inspection is also needed
- BAC Member clarified Dr. Carmelita Alcala if there are changes in the office structure the BAC Members don't know yet. According to Engr. Abadines that all that can be seen in the Program of Works. Dr. Alcala requested that BAC Members should all be provided with the copy of the Program of Work. Engr. Abadines noted on the request.

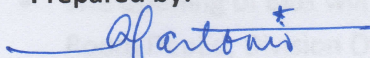
5. Open Forum by Engr. Wendy Baldazano

- Trinity Construction representative clarified on the colors of the envelopes to be used for the submission of their bids as specifications are made in the Bid Documents that they purchased.
- Dr. Fay C. Luarez, BAC Chairperson, mentioned that this specification is new and should be followed to avoid any disqualification problem.
- Blue for the Technical Documents
- Green for the Financial Documents
- The red and green envelopes should be inside a red envelope properly sealed
- Brown envelope is for the post qualification
- The site inspection form is available at the Engineering Section with Mr. Andrie Amor
- A Board Resolution from the Company that they are authorized to represent in the Opening of Bids is required
- The BAC Chairperson clarified if there are still other questions. There being none, BAC Member, Dae Habalo, moved for the adjournment of the meeting. It was seconded by BAC Technical Working Group Member, Mr. Leonides Umbac.
- Move for adjournment: Dae Habalo

I. Adjournment

The Pre-Bid Conference was adjourned at 02:56 PM.

Prepared by:

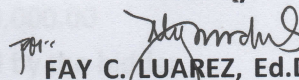


KARLA P. ANTONIO

Head, BAC Secretariat

EPS II

Noted by:



FAY C. LUAREZ, Ed.D., Ph.D. TM
Chair, Bids and Awards Committee
OIC-ASDS



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PRE-BID CONFERENCE
Division Conference Room (3rd Floor)
 Capitol Area, Dumaguete City, Negros Oriental
 25-Jun-19

ATTENDANCE SHEET

NO.	NAME	COMPANY	DESIGNATION	CELL NO.	SIGNATURE
1	DAIST MAE BATULCAS	RIGNA BUILDERS	OFFICE STAFF	432-0074	<i>[Signature]</i>
2	THEA VANESSA GAY				<i>[Signature]</i>
3	DAWREM MERCADO	BO	ADMS II- BAC SEC	090625189466	<i>[Signature]</i>
4	DAW P. Alan	Div. Office	SEPS - HRDS	09271340328	<i>[Signature]</i>
5	DAE P. Hzbala	V.O.	SEPS	09051100567	<i>[Signature]</i>
6	MONICA P. ABADINE	D.O.	DPE-11	09561673331	<i>[Signature]</i>
7	Wendy L. Baldeza	D.O.	DRS-11		<i>[Signature]</i>
8	Esterlina R. Parangoso	D.O.	EPS		<i>[Signature]</i>
9	Carmelita A. Alcala	D.O.	DEPS	09162343209	<i>[Signature]</i>
10	LEONILDA PATARAY	DO	ADIV	09275779744	<i>[Signature]</i>
11	LEONILDA C. LAMORAC	V.O.	PSVS (NAPAC)		<i>[Signature]</i>
12	Max Lee T. Badoh	D.O.	ADAS-1	09952061587	<i>[Signature]</i>
13	Cesar B. Fernandez Jr.	D.O.	DPE-11	09465817072	<i>[Signature]</i>
14	Ferdinand T. Singson	D.O.	Div. Engr.	225-1887	<i>[Signature]</i>
15	Crithy Mae C. Tinambacan	CalP	DepEd	09158272037	<i>[Signature]</i>
16	ANTONIO B. Bagonio Jr	D.O.	DEPS	09158271932	<i>[Signature]</i>
17	PHILIP C. PUGO	D.O.	Div. Engr III	09251462195	<i>[Signature]</i>
18	BARNABAS T. PERRON	BSP	OSE	09052049292	<i>[Signature]</i>
19	Emabel O. Herrera	D.O.	ADU-VI		<i>[Signature]</i>
20	JOBELBA BAWIQUED	TRISATA	ENGR. ASST.	09171765789	<i>[Signature]</i>

	FAY C. LVAÑEZ	D.O.	BAC Clavuzo	09175454142	
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