



## BIDS AND AWARDS COMMITTEE

Minutes of **PRE-BID CONFERENCE** on the **CY 2021 Basic Educational Facilities Fund Repair of Classrooms of Various Schools** held at Division of Tabuk City on July 7, 2021.

**PRESENT:**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DIVISION</b>
FELICIANO L. AGSAOAY JR.	BAC Chairman	DepEd Tabuk City
EMMANUEL C. UBUAN	BAC Vice-Chairman	DepEd Tabuk City
RAMONCHITO SORIANO	BAC Member	DepEd Tabuk City
ALLAN S. DUMALSIN	BAC Member	DepEd Tabuk City
WELDA LIEZL BUSLIG	BAC Secretariat	DepEd Tabuk City
MARJORIE G. BATALONES	BAC Secretariat	DepEd Tabuk City
JULIE ANN M. MASUBAY	BAC Secretariat	DepEd Tabuk City
PAUL PALLISO	TWG	DepED Tabuk City

**Prospective Bidders Bidders/:**

<b>NAME</b>	<b>POSITION</b>	<b>AGENCY/COMPANY</b>
SONNY AGUILBA	Contractor	PECDASEN BUILDERS
SONNY AGUILBA	Contractor	ZYRRONE CONSTRUCTION
CHERILYN ALYONG	Liaison Officer	JEP CONSTRUCTON
NEAL REFALDA	Liaison Officer	JEP CONSTRUCTON
JC DELSON	Project Manager	DELTA JO CONSTRUCTION
SYDNEY TOMILOS	Representative	HGW=3 ENGINEERING & CONSTRUCTION
MARC DUGUIANG	Project Engineer	BANGYAN 3D CONSTRUCTION

The following are the sequence of activities of the conference , agreement, and requirement for the projects :

1. The Pre-Bid Conference started at 10:30 in the morning with a prayer led by Ms. Welda Liezl Buslig followed by a roll call of the prospective bidders and members by Sir Emmanuel Uban, BAC Member.

2. Engr. Paul Palliso, TWG Member, presented the details of the project to be procured. Scope and item of works per project were presented in detail. It was emphasized that the Plans of the projects will be emailed to the AMO or the owner of the company.

He also further explained and identified the specific scope of work required for following projects as follows.





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Name of Projects	Contract Duration	ABC	Amount of Bidding Docs
1-2021-02 Repair of classrooms of various schools:			
Laya ES	48	1,038,803.86	5,000
Dupag Elementary School	90	4,206,607.19	5,000
Toppan Elementary School	75	3,226,116.10	5,000
Basao Isla Elementary School	60	2,007,716.09	5,000
Balawag National High School	75	3,999,350.83	5,000
Calaccad National High School	75	3,791,847.94	5,000
Naneng National High School-Mosimos Extension	60	1,802,145.00	5,000
Dilag Integrated School	75	1,840,687.18	5,000

3. The BAC Co Chairman mentioned that the project at Naneng Mosimos NHS was suspended because of site location issue.

4. Schedule of the bidding activities were presented as follows.

Procurement activities	Schedule/Agreements
Philgeps Posting	June 30, 2021
Prebid Conference	July 7, 2021
Bid Opening	July 19, 2021
Post Qualification	Within 7 days after the Bid opening

It was informed that the projects to be bid have an issued SARO .

5. Eligibility Requirements (Technical and Financial Documents) were discussed by the BAC Co-Chairperson, Mr. Emmanuel C. Ubuan, to wit.

### TECHNICAL-Legal Documents

- A. PHILGEPS Certificate of Registration should be Platinum
- B. Valid SEC Registration or DTI Registration (must be updated)
- C. Mayor's or Business Permit(issued by the principal place of Business)
- D. Valid Tax Clearance
- E. List of all on-going contracts (Government and private)- template is presented and imposed to be followed by the bidder.



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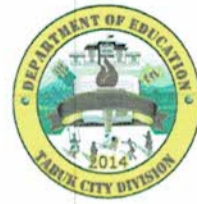
Name of Contract: Location: Project Cost:	a. Owners Name: b. Address: c. Tel. Nos.	Nature of work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of accomplishment		Value of Outstanding works (unfinished portion)
			Description	%		Planned	Actual	
Government								
Private								

\*Non-disclosure of all on-going projects or omission of one on-going project is a ground for disqualification.

The Bidder is required to attached Cert. of Non-slippage/percentage of accomplishment issued and signed by the HOPE. Absence of the said document if with on-going projects is a ground for disqualification.

- F. Single Largest Completed Contract (SLCC)-NOA, NTP , Contract and Certificate of Final Acceptance shall be presented. Contractors without similar completed contract but under Small A and B may be allowed to bid if the cost is not more than the ARCC .  
A declaration will be presented in the absence of SLCC.
- G. PCAB License -Only the updated PCAB License is accepted. Contractor/bidders must ensure that their PCAB Licenses are valid at (a) bid submission and (b) UNTIL completion of project (for the winning bidder).  
PCAB License -General Engineering
- H. Bid Security- Bid Securing Declaration must be notarized, not notarized is not valid and will be a ground for disqualification.
- I. PROJECT REQUIREMENT
  - a) Organizational Chart all personnel assigned in the projects shall be included.
  - b) List of Contractors' Personnel -a template is presented and imposed to be used by the bidder as follows;





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Name	Position	Address	Date of Birth	Work experience	Previous employment	Education	Valid PRC License

Minimum Key Personnel and Equipment requirements:

\* Different key Personnel should be assigned per project except Project Engineer

Minimum 2 years work experience. It should be supported by Biodata and Valid License.

Key personnel
<ul style="list-style-type: none"> <li>• <b>Project Engineer</b>-Licensed</li> <li>• <b>General Foreman</b></li> <li>• <b>Carpenter</b></li> <li>• <b>Mason</b></li> <li>• <b>Steelman</b></li> <li>• <b>Welder</b></li> <li>• <b>Glass Installer</b></li> <li>• <b>Painter</b></li> </ul>

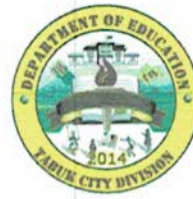
c) List of Contractors Major Equipment shall be the following:

Equipment
<ul style="list-style-type: none"> <li>• <b>Welding Machine</b>- I Unit</li> <li>• <b>Transporting Equipment</b></li> <li>• <b>Hand Tools</b></li> <li>• <b>Generator</b> (<i>Alternate Source of Electricity</i>)</li> <li>• <b>One bagger mixer</b></li> <li>• <b>Bar Cutter</b></li> </ul> <p>Shall be supported by a Proof of ownership which are the following:</p> <ul style="list-style-type: none"> <li>• Purchase Receipt</li> <li>• OR/CR</li> <li>• Lease Agreement if not owned</li> <li>• Affidavit of Ownership in the absence of receipt.</li> </ul>

J. Omnibus Sworn Statement-Duly Notarized

TECHNICAL-Financial Documents

K. Latest Audited Financial Statement (2020)-must be received and stamped by BIR.



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- L. NFCC computation is  $[(\text{Current Assets Minus Current Liabilities}) (15)]$  minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

### FINANCIAL COMPONENT

1. Signed Financial Bid Form
2. Signed Bill of Quantities
3. Detailed Estimate -including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals
4. Cash Flow by Quarter ( S Curve, CHP-Health, Utilization of Manpower & Equipment). Bidders are encouraged to submit but not a ground for disqualification.  
NOTE all pages shall be signed by the AMO. If discount is offered, prepare another detailed estimate reflecting discount.

### ADDITIONAL DOCUMENT/REQUIREMENT

5. Site Inspection Certificate with GEOTAG picture of AMO or the assigned Project Engineer to the project.
6. Soft Copy of duly priced POW, BOQ and Detailed Estimate
7. Printed Copy of the Plan (soft copy plan shall be sent thru the email address of the AMO )

### NOTE :

1. Absence of any of the documents (5,6,7) shall be ground of disqualification .
2. Soft copy of the POW ,BOQ , minutes and plan shall be sent to the email address of the AMO Only.

### Other Concerns.

- o Sealing of bids- follow the 1-2-3 scheme.
- o Marking of Bids-should contain the name of the project to be bid, the name of the school, and marked by "DO NOT OPEN UNTIL 10:00 AM of JULY 19, 2021". \*Unsealed or unmarked bid enveloped shall be **rejected**. However, bid envelopes that are **not properly marked and sealed shall be accepted**, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **No Responsibility** of the misplacement of content of the improperly marked and sealed bid.
- o During the Bid opening and in buying of bid docs, if not the AMO, SPA should be presented.






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It was queried by one of the prospective bidders that a certificate of completion can be accepted instead of certificate of Final acceptance. The BAC Co Chair answered NO . He suggested to attached project with issued Certificate of Final Acceptance.

The meeting was adjourned at 11:35 AM.

Prepared:

  
**WELDA LIEZL P. BUSLIG**  
BAC Secretariat

  
**JULIE ANN M. MASUBAY**  
BAC Secretariat

  
**MARJORIE G. BATALONES**  
BAC Secretariat

Attested by:

  
**FELICIANO L. AGSAOAY JR**  
BAC Ch airman