
Minutes on the Pre-Bidding Conference: Construction of One (1) Unit Day Care Center in Ponghal, Lagawe, Ifugao and One (1) Unit Day Care Center Poblacion South, Lagawe, Ifugao and Rehabilitation of Senior Citizen Center in Poblacion North, Lagawe, Ifugao (ITB No. 2019-DSWD-CAR-001)

Office of the Human Resource Management and Development Division Chief
DSWD-CAR, No.40 North Drive, Baguio City

Present were:

Bids and Awards Committee

Concepcion E. Navales	- BAC Vice Chairperson
Amelyn P. Cabrera	- Regular Member
Judith L. De Guzman	- Provisional Member (End-user)
Richmond M. Tabil	- Provisional Member (Technical Expert)

Procurement Section Staff

Lovely G. Bulauan	- BAC Secretariat Staff
Emerson B. Del Rosario	- BAC Secretariat Staff

Prospective Bidders

Loida Amando	- Representative – Belance Builders
Gabriel Baliaga	- Representative – ADEB’S Construction

Observers

None

Business Matters:

The meeting was called to order at 9:16 am of February 8, 2019 by the BAC Vice Chairperson as the presiding officer at the Office of the Human Resource Management and Development Division Chief with the BAC Secretariat facilitating. The meeting was for the pre-bidding conference of the ***Construction of One (1) Unit Day Care Center in Ponghal, Lagawe, Ifugao and One (1) Unit Day Care Center Poblacion South, Lagawe, Ifugao and Rehabilitation of Senior Citizen Center in Poblacion North, Lagawe, Ifugao (ITB No. 2019-DSWD-CAR-001)*** with an Approved Budget for the Contract (ABC) of One Million Eight Hundred Thousand Pesos (₱1,800,000.00). Aforementioned conference was attended by the BAC Members including its Secretariat and bidders’ representatives. Observers were informed but no one was able to attend.

The conference started by a brief introduction and acknowledgement to all that were present, (BAC Members, its Secretariat and the prospective bidders’ representatives). Ms. Navales continued in presenting to the body the Invitation to Bid, the Approved Budget for the Contract, the Bid Data Sheet, Technical Specifications of the bid, and the documentary requirements. The seven-envelope system for the proper sealing and marking of the envelopes and tagging or labelling was showed as well.

Below are the highlights of the discussion:

DISCUSSIONS/ ISSUES RAISED	ANSWERS/ AGREEMENTS
<p>1. Invitation to Bid</p> <p>During the reading of the content of the Invitation to bid, Ms. Navales mentioned that as per agreement, the project is considered as one (1) Lot thus contractors should bid with all units.</p> <p>The completion of the projects, schedule of bid submission, and the bid-opening were emphasized. Ms. Navales reminded the bidders that they should submit on or before 8:30 am of February 20, 2019, following the DSWD-CAR time/ Biometric.</p>	<p>Ms. Navales said that the completion of all projects is 90 calendar days, simultaneously. Also, she emphasized that all bids submitted beyond the set deadline will automatically be rejected or will not be accepted.</p>
<p>2. Bid Data Sheet</p> <p>Upon discussion of the Bid Data Sheet, reiteration was made on the All Ongoing projects. Ms. Navales said that “Certificates of Non-Slippage” should be included as attachments of the Statement of All On-going projects to be submitted.</p> <p>The Bill of Quantities, it was discussed by Mr. Tabil and he emphasized that the Detailed Estimates should match to Bid prices in the Bill of Quantities.</p> <p>There were no other concerns raised under Bid Data Sheet.</p>	<p>Ms. Navales said that if there are no on-going projects, the prospective bidders shall attach a separate paper indicating “No On-going Projects”.</p> <p>Mr. Tabil said that non-compliance can be a ground for disqualification.</p>
<p>3. Checklist of Required Documents</p> <p>The Technical and Financial component was elaborated by Ms. Navales. Reiteration was made to some items such as:</p> <ul style="list-style-type: none"> - All On-going Projects to be submitted should have attachment of Certificate of Non-Slippage. - Certificate of Site Inspection should be included. - Valid Joint Venture Agreement should be attached. <p>After that, Ms. Navales presented the seven-envelope</p>	<p>Ms. Navales said that if there is no Valid Joint Venture Agreement, the prospective bidders shall attach a separate paper indicating that Joint Venture Agreement is not applicable.</p>

system and the proper labeling, sealing of envelopes.	Ms. Navales emphasized that pages should be tabbed properly for easy checking during the bid opening.
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After closing the conference, Ms. Genove said that all details must be ready properly.

There having no more issues and concerns raised by the Prospective bidders and BAC to discuss, the conference was adjourned at 10:00 am.

Prepared by:

Reviewed by:

(sgd)
EMERSON B. DEL ROSARIO
BAC Secretariat

(sgd)
LANY LIZEL G. DIAZ
Procurement Head

Noted by:

(sgd)
CONCEPCION E. NAVALES
BAC Vice Chairperson