

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2019-DSWD-CAR-005: Construction of Day Care Center and**  
**Senior Citizen Center in Labaan, Bucloc, Abra**  
**March 18, 2019**

**Attendance:**

**Concepcion Navales**, *Vice-Chairperson, BAC*  
**Amelyn P. Cabrera**, *Member, BAC*  
**Judith De Guzman**, *End-user*  
**Engr. Richmong Tabil**, *BAC Technical Expert*  
**Lany Lizel G. Diaz**, *Head, Procurement Section*  
**Leonila G. Lapada**, *Documenter*

**Highlights of the Meeting:**

A meeting was called to order by Ms. Concepcion Navales, Vice-Chairperson, Bids and Awards Committee (BAC) in her office at 9:15AM for the Pre-Bid Conference for the project, **Construction of Day Care Center and Senior Citizen Center in Labaan, Bucloc, Abra (ITB 2019-DSWD-CAR-005)**.

It was mentioned that no prospective bidders attended the Pre-Bid Conference. Likewise, from the observers, MAA and COA that was invited.

The BAC decided to go on with the meeting to review the bidding documents and technical requirements.

Hereunder are the highlights of the meeting:

<b>Subject Matter</b>	<b>Discussions</b>	<b>Agreements Reached/ Recommendations</b>
<b>Amount of ABC</b>	It was observed that the amount indicated in the Invitation to Bid and Bid Data Sheet differs in words from the numerical value which is " <b>One Million Eight Hundred Pesos</b> " which is supposed to be " <b>One Million Eight Hundred Thousand Pesos</b> "	<b>For Supplemental/Bid Bulletin</b>
<b>Bill of Quantities vs. Detailed Estimate</b>	The group discussed that the amount in the Detailed Estimates should be the same with the amount of Bill of Quantities as indicated in the Bid Data Sheet (BDS). Any discrepancy of amount shall invalidate the bid offer and ground for disqualification of bid.	<b>For Supplemental/Bid Bulletin</b>

	Since the BAC strictly imposed on the above, it was recommended to indicate in the <b>Bid Data Sheet: ITB Clause 13.1 (b)</b> " <b>Any discrepancy in the amount shall be ground for the disqualification of bid offer</b> ".	
<b>Bill of Quantities for Senior Citizen Center</b>	It was discussed that only the Bill of Quantities (BOQ) for Day Care Center was posted at PhilGEPS. Accordingly, the BOQ for Senior Citizen Center is different from the Day Care Center. In this regard, the BAC directed the BAC Secretariat to post the BOQ of Senior Citizen Center for information of the bidders	<b>Bill of Quantities for Senior Citizen Center for posting at PhilGEPS</b>
<b>Drawings</b>	It was also discussed that drawings/plans of the projects were not posted at PhilGEPS since the drawings have huge file size.  Consequently, the drawings can be uploaded as non-electronic at PhilGEPS for reference of the prospective bidders that such are available at the procuring entity and a copy can be requested anytime from the BAC Secretariat.	<b>Drawings/Plans be posted at PhilGEPS as non-electronic attachment</b>
<b>List of Key Personnel</b>	The BAC, per review on the Bid Data Sheet under <i>Bid Data Sheet: ITB Clause 12.(b)(ii.2)</i> , they recommended to indicate the required list of key personnel instead of a separate sheet	<b>List of key personnel for the project to be indicated in the Bid Data Sheet instead of another sheet</b>
<b>List of Equipment</b>	The BAC, per review on the Bid Data Sheet under <i>Bid Data Sheet: ITB Clause 12.(b)(ii.3)</i> , they recommended to indicate the required list of key personnel instead of a separate sheet	<b>List of equipment for the project to be indicated in the Bid Data Sheet instead of another sheet</b>

Having no more issues to discuss, the meeting ended at 9:45 AM.

Recorded by:

Noted by:

  
**LEONILA G. LAPADA**  
BAC Secretariat

  
**CONCEPCION NAVALES**  
Vice-Chairperson, BAC