

Minutes of the Meeting: Pre-Bid Conference
ITB 2019-DSWD-CAR-003: Construction of Day Care Centers in Dolores, Abra (2nd Posting)
May 6, 2019

Attendance:

Enrique H. Gascon Jr., *Chairperson, BAC*
 Rina Claire Reyes, *Vice-Chairperson, BAC*
 Judith De Guzman, *End-user*
 Engr. Richmond Tabil, *BAC Technical Expert*
 Lany Lizel G. Diaz, *Head, Procurement Section*
 Leonila G. Lapada, *BAC Secretariat*

Bidder:
 Jerick Rosario, *Representative, Dicay Construction Supply and Services*

Highlights of the Meeting:

A meeting was called to order by Mr. Enrique H. Gascon Jr, Chairperson, Bids and Awards Committee (BAC) in his office at 1:00PM 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-008).**

The Pre-Bid Conference was attended by the members of the Bids and Awards Committee and its Secretariat. Only one (1) bidder attended the activity representing Dicay Construction Supply and Services. Observers from Philippine Institute of Civil Engineers (PICE), Philippine Contractors Association, Inc (PCAI), Jaime Ongpin Foundation, Blessed Association of Retired Persons Foundation and COA were invited but were not able to attend the said activity.

The BAC reviewed the bidding documents and technical requirements. It was mentioned that the project is already its Second Posting.

Highlights of the meeting follows:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid (ITB)	The ITB was read and explained to the bidder's representative the terms indicated. The availability and submission of Bid documents was reiterated.	The Chairperson also explained the ITB clause under Bid Data Sheet as follows:



	<p>major categories of work like Construction of Buildings</p> <ul style="list-style-type: none"> • 12.1: Certificate of Non-Slippage should be attached to support the Statement of On-Going Projects • 12.1(b)(i.2): Minimum work experience of key personnel should be 3 years for the Project Manager and 1 year for Project Engineer, Safety Officer and Foreman • 12.1(b)(ii.3): List of Equipment should be available as required for the project • 13.1: It was explained that the quantities in the Bill of Quantities should match with the quantities in the Detailed estimate • 20.3: Proper sealing and markings explained 	
<p>Sealing of Envelopes</p>	<p>Sealing and markings of bid envelopes was explained that the original technical and financial component should be enclosed in one (1) envelope and another envelope for the copy 1 technical and financial documents marked original and copy 1. The Original and copy 1 envelope shall be enclosed in one (1) envelope. All envelopes should be properly labeled, sealed and signed.</p>	
<p>Checklist of Requirements</p>	<p>The Checklist of Requirements was also explained wherein no comment from the bidder's representative</p>	
<p>Bill of Quantities</p>	<p>Engr. Richmond Tabil explained the Bill of Quantities (BOQ). The BOQ should be followed to avoid disqualification of bid. Engr. Tabil explained the difference of technical specifications between the Day Care Center and Senior Citizen Center (SCC) that the two projects are almost the same except that the SCC has no tiles for the toilet, no built-in cabinets and counter</p>	
<p>No Contact Rule</p>	<p>The Vice-Chairperson mentioned that the bidders are prohibited to directly coordinate with the BAC, its Secretariat and Technical Working Group. All negotiations shall be in the form of writing.</p>	

Having no more issues to discuss, the meeting ended at 2:35 PM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


LANY LIZE J. DIAZ
 Head – BAC, Secretariat

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC