



Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Telefax No. (074) 442-7819



MINUTES OF PRE-BID CONFERENCE
December 6, 2018

Present were:

1. Juliet C. Sannad - BAC Vice Chairman
2. Fernando Eleponga - Member
3. Francisco Copsiyan - Member
4. Jennifer Polido - TWG
5. Harris G. Dizon Jr. - BAC Secretary
6. Rachell C. Flordeliza - BAC Secretary
7. Observer/Prospective Bidders/Representative/End Users

The Pre-Bid Conference for the projects:

Item No.	Name of Project	ABC (Php)	Contract Completion Time
1	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Pacday Quinio Elementary School	PhP 1,659,308.18	90 days
2	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Quirino Hill Elementary School	PhP 1,691,450.08	90 days
3	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Fort del Pilar Elementary School	PhP 3,822,290.69	120 days
4	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Happy Hallow Elementary School	PhP 5,094,063.02	120 days
5	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Jose P. Laurel Elementary School	PhP 1,387,040.61	60 days
6	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Lindawan Elementary School	PhP 2,220,273.54	60 days
7	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Loakan Elementary School	PhP 5,263,035.70	120 days
8	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Manuel A. Roxas Elementary School	PhP 4,843,750.39	90 days
9	CY 2018 Quick Response Fund (Batch 3)	PhP 7,552,700.44	120 days

	Repair/Rehabilitation of Classrooms at San Vicente Elementary School		
10	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Holy Ghost Extension Elementary School	PhP 2,956,234.33	90 days
11	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Doña Aurora National High School	PhP 2,110,984.79	60 days
12	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Roxas National High School	PhP 5,574,525.49	120 days
13	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms at Pines City National High School	PhP 4,280,236.14	60 days
14	CY 2018 Quick Response Fund (Batch 3) Repair/Rehabilitation of Classrooms – Construction of Slope Protection at Dominican-Mirador National High School	PhP 5,279,561.43	120 days

held at DepED, SDO Baguio Conference Hall, was called to order at 9:15 AM of December 6, 2018, and was presided by **Dr. Juliet C. Sannad**, BAC Vice Chairperson.

- I. Presentation of the members of the BAC and acknowledgement of the presence of the participating prospective bidders.
- II. Presentation of "Annex A" Envelope Sealing Illustration and "Annex B" checklist to be followed which is included in the posting of bid documents and explanation of each item.
- III. Agreements made as to additional instructions attached in the bid document:
 1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
 2. All bidders are required to request to join bidding from PhilGEPS for the project.
 3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
 4. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. (ANNEX B)
 5. Certificate of site inspection shall be signed by:

Project	School Head
CY 2018 QUICK RESPONSE FUND (BATCH 3) Repair/Rehabilitation of Classrooms ,Construction of Slope Protection at:	
Pacday Quinio Elementary School	
	REMEDIOS QUINIO, PIII

Quirino Hill Elementary School	LILLIE VINLUAN, TIC
Fort del Pilar Elementary School	AMALIA K. MICKLAY, PII
Happy Hallow Elementary School	GLORIA A. CATIYAN
Jose P. Laurel Elementary School	SOSIMO B. LEAL, PI
Lindawan Elementary School	OCTAVIA M. PEDRO, PI
Loakan Elementary School	CYNTHIA P. VITAGAN, PI
Manuel A. Roxas Elementary School	WILMA S. BITENG, PII
San Vicente Elementary School	JULIET R. MAMARIL, PI
Holy Ghost Extension Elementary School	NIXON ELAHE, HTIII
Doña Aurora National High School	MARILOU T. GOMEYAC, PI
Roxas National High School	JUNAR O. REYES
Pines City National High School	ENRIQUITA RABANAL, TIC
Dominican-Mirador National High School	MARCIAL LAMI-ING, TIC

6. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
 7. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
 8. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
 9. Single Largest Completed Contract (SLCC) should have the same major categories of work as Repair / Rehabilitation of School Buildings.
 10. Bidders who do not meet the requirements specified in the Bid Documents and the Supplemental Bid Bulletin will automatically be disqualified.
 11. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.
- IV. Clarifications on other matters.
1. If declared SLCC is more than a year, Certificate of Final Acceptance must be attached.
 2. Only SLCC will be declared in the documents to be submitted but contractor should include all on going projects.
- V. Presentation of the technical and financial components of the Bid, including the explanation of the different documents to be submitted by each bidder.

VI. Other Matters:

1. Tabbing of the Bidding Documents, both original and copy one, is requested to prospective bidders to help ensure completeness and for easier facilitation of the examination of the documents.

There being no other remaining topics for discussion, the Pre-bid Conference adjourned at 9:53 AM.

Prepared by:


RACHEL C. FLORDELIZA
BAC Secretary

Noted by:

Atty. ANNETTE L. DOYAOEN
BAC Secretariat Head

Certified True and Correct:

For the BAC Chairperson:

SORAYA T. FACULO, Ph.D.
BAC Chairperson


JULIET C. SANNAD
BAC Vice Chairperson