



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  
November 29, 2019

Present were:

1. Juliet C. Sannad - BAC Vice Chairman
2. Belen R. Tomin - Member
3. Francisco Copsiyan - Member
4. Engr. Paul Lomas-e - TWG
5. Engr. Fray Aliswag - TWG
6. Harris G. Dizon Jr. - BAC Secretary
7. Rachell C. Flordeliza - BAC Secretary
8. 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 2019 Basic Educational Facilities Fund Repair of Classrooms at Dontogan Elementary School	Php 7,890,046.42	150 days
2	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Josefa Cariño Elementary School	Php 11,791,551.68	150 days
3	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Elpidio R. Quirino Elementary School	Php 10,308,692.10	180 days
4	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Sto. Tomas Elementary School	Php 6,256,912.93	120 days
5	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Lucban Elementary School	Php 9,006,561.49	150 days
6	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Doña Aurora Elementary School	Php 9,710,679.42	180 days
7	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Apolinario Mabini Elementary School	Php 11,391,856.72	240 days
8	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Bakakeng Elementary School	Php 5,138,713.85	150 days
10	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Baguio City High School – Fort del Pilar Annex	Php 4,454,579.40	150 days
11	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Irisan National High School	Php 5,116,747.87	150 days
12	CY 2019 Basic Educational Facilities Fund Repair of Classrooms at Guisad Valley National High School	Php 4,641,082.03	150 days
13	CY 2019 Quick Response Fund Construction of Slope Protection at Dontogan Elementary School	Php 2,932,636.95	75 days
14	CY 2019 Basic Educational Facilities Fund Conservation and Restoration of Gabaldon School Building at Rizal Elementary School	Php 12,028,369.94	210 days
15	CY 2019 Dental Health Facility Program Repair of Classrooms/ Conversion of Classroom to Dental Clinic at Baguio Central School	Php 349,999.37	60 days

held at DepED, SDO Baguio Conference Hall, was called to order at 9:15 AM of November 29, 2018, and was presided by **Dr. Juliet C. Sannad**, BAC 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 requested 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:

School	School Head	Contact No.
<b>CY 2019 Basic Educational Facilities Fund Repair of Classrooms at</b>		
Dontogan Elementary School	ANNIE LAURIE BISQUERRA	422-5095 / 0950-0417246
Josefa Cariño Elementary School	CASTRO CANUTO	442-3149 / 0998-9982072
Elpidio R. Quirino Elementary School	HERMOSO BUNNOL	422-2240 / 0947-4551243
Sto. Tomas Elementary School	MARGIE ESTOESTA	422-3627 / 0921-3132299
Lucban Elementary School	JOSEPH ESTIGOY	661-0114 / 0920-2258423
Doña Aurora Elementary School	CYNTHIA VITAGAN	620-3257 / 0950-7557066
Apolinario Mabini Elementary School	PROSERPINA ESTACIO	424-6236 / 0921-7780138
Bakakeng Elementary School	ESTRELLA BULAY	424-6353 / 0908-1500357
Jose P. Laurel Elementary School	SOSIMO LEAL	422-9407 / 0918-2880546
Baguio City High School - Fort del Pilar Annex	JULIA BELIGAN	0928-6892024
Irisan National High School	MA LOURDES DUMPAYAN	442-2956 / 0919-7397392
Guisad Valley National High School	LUCIA CASIM	620-3192 / 0910-9081828
<b>CY 2019 Basic Educational Facilities Fund Conservation and Restoration of Gabaldon School Building at</b>		
Rizal Elementary School	JACKSON CAYA-OS	620-3192 / 0927-4095100
<b>CY 2019 Quick Response Fund Construction of Slope Protection at</b>		
Dontogan Elementary School	ANNIE LAURIE BISQUERRA	422-5095 / 0950-0417246
<b>CY 2019 Dental Health Facilities Program Conversion of Classroom to Dental Clinic at</b>		
Baguio Central School	ESTER LITILIT	620-4930 / 0906-2104704

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. Bidders who do not meet the requirements specified in the Bid Documents and the Supplemental Bid Bulletin will automatically be disqualified.
  10. 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. Presentation of the technical and financial components of the Bid, including the explanation of the different documents to be submitted by each bidder.
- V. Modification and Addendum on the checklist as clarified by the prospective bidders:

FROM	TO
<p><b>Class "A" Documents</b>  <b>&gt; <u>Legal Documents</u></b></p> <p>2. Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid</p>	<p>2. Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. <b>Include certification that the bidder has no negative slippage of not more than 14.99% in any of their on-going government and private projects whether similar or not similar in nature, signed by the Head of Agency or its duly authorized representative;</b></p> <p><i>** If no ongoing projects, submit a document stating "NO ON GOING PROJECT" signed by the authorized representative</i></p>
<p><b>Class "A" Documents</b>  <b>&gt; <u>Legal Documents</u></b></p> <p>3.b. The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;</p>	<p>3.b. The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's <b>Certificate of Completion or Certificate of Final Acceptance</b> issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;</p>
<p><b>Class "A" Documents</b>  <b>&gt; <u>Legal Documents</u></b></p> <p>8. Certificate of Non-Slippage of completed projects for the last two</p>	<p>8. Certificate of Non-Slippage of completed projects for the last two (2) years signed by the</p>

(2) years signed by the Head of Agency or its duly authorized representative of the issuing agency.	Head of Agency or its duly authorized representative of the issuing agency. <b>If with negative slippage, the allowed ceiling is not more than 14.99%.</b>
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VI. Modification and Addendum on the Bid Document as clarified by the prospective bidders:

FROM	TO
<b>Section V Special Condition of Contract</b>  39.1 The amount of the advance payment is 15% of the Contract Price upon issuance of the Notice to Proceed.	39.1 The amount of the advance payment is 15% of the Contract Price upon issuance of the Notice to Proceed. <b>Also, man power and functional equipment, materials and project billboard must be available on site.</b>

VII. Modification on the Program of Works of CY 2019 Basic Educational Facilities Fund – Conservation and Restoration of Gabaldon School Building at Rizal Elementary School:

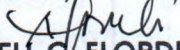
FROM	TO
<b>Gabaldon School Building #2 (1CL)</b>  <b>9.000 Ceiling and Carpentry Works</b>  Wooden Flooring  1"x 6" S4S Interior Baseboard	To be deleted

VIII. Other Matters:


1. Tabbing of the Bidding Documents, original, copy one and copy two, 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 10:45 AM.

Prepared by:

  
**RACHELL C. FLORDELIZA**  
 BAC Secretary

Noted by:

  
**HARRIS G. DIZON, JR.**  
 BAC Secretariat Head

Certified True and Correct:

  
**JULIET C. SANNAD**  
 BAC Chairperson