



Republic of the Philippines
Department of Education
Region XII
DIVISION OF SOUTH COTABATO

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PROJECT ELECTRIFICATION OF
SHS SCHOOL BUILDINGS UNDER BASIC EDUCATIONAL FACILITIES FUND
BATCH 2 AND BASIC EDUCATIONAL FACILITIES FUND CY 2018
SAVINGS HELD AT DIVISION BAC OFFICE ON JULY 31, 2019**

Present were:

FE L. SEPAYA, PH.D.	BAC Chairperson
ATTY. IRELAN B. DITCHON	BAC Member
RONALD JIM S. SOMERA	BAC Member
HERMIE M. JARRA	BAC Member
ROSMIE P. SALADA	BAC Member
ENGR. RONALD PANIMBATAN	BAC TWG Chairperson
SIGREED FEROLYN MUSCOSA	Inspectorate Member
MYZA KARINA P. GUINTA	Observer-COA
MADKI M. MACATAMAN, CPA	Observer-COA
MARY JANE C. SUNGA	BAC Secretariat Chairperson
MADONA B. TORRE	BAC Secretariat Member
IRA KEVIN H. OREGANO	BAC Secretariat Member
EMY LORD VALERO	Bidder- Kupler Industries, Inc.
MARY GLOR LOU	Bidder- Alexander Builders
ENGR. JESSIE L. CASALDA	Bidder- 3Ks Industrial, Inc.
GRACE ESPONGHA	Bidder- Triple Z Merchandising

Absent:

HENRY A. CANO	BAC Vice Chairperson (OB)
JOVEN RYAN G. MALIDA	BAC Member (OB)

I. Call to Order/Determination of Quorum

The pre-bid conference for the project **Electrification of SHS School Buildings under Basic Educational Facilities Fund Cy 2019 Batch 2 and Basic Educational Facilities Fund Cy 2018 Savings** was called to order at **2:00 p.m. of July 31, 2019** and was presided by the BAC Chairperson, Fe L. Sepaya, Ph.D.

Before formally starting the pre-bid conference, a prayer was led by Ms. Hermie M. Jarra.

Ms. Sunga, acknowledged the bidders and introduced the BAC Members. There were four (4) bidders/contractors in attendance. Five (5) members of the BAC were present, the Chair declared a quorum.

Ms. Sunga read the minutes of the pre-procurement conference held last July 22, 2019 at BAC Office.



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II. Business Proper

The Chair read and discussed the contents of the invitation to bid:

- a. The procuring entity: DepEd-Division of South Cotabato
- b. The school locations, the ABC and the contract duration:

LOT NO.	NAME OF PROJECT AND SCHOOL	MUNICIPALITY/ LOCATION	ABC (Php)	CONTRACT DURATION (Calendar Days)
1	ELECTRIFICATION OF SHS SCHOOL BUILDING UNDER BEFF CY 2019 BATCH 2-TUPI NHS	TUPI	8,597,187.58	90
2	ELECTRIFICATION OF SHS SCHOOL BUILDING UNDER BEFF CY 2018 SAVINGS-CEBUANO NHS	TUPI	2,764,355.22	90

- c. The amount of bid documents: Php 10,000.00 for lot 1; Php 5,000.00 for lot 2
- d. The deadline of submission of bids: August 13, 2019, 10:00am at BAC Office
- e. The schedule of the bid opening: August 13, 2019, 10:01am at BAC Office

The Chair explained that for lot 1 which is under BEFF CY 2019 Batch 2, the project has no SARO yet, the division will have to receive first the SARO before it will award the project. For lot 2, the Chair said that this project has funds from the savings of BEFF CY 2018, this project can be awarded immediately.

The Chair gave a reminder to bidders that these projects must be completed and paid within this year or before December of this year to be sure that they will be paid if project is accepted.

The Chair reminded bidders regarding the packaging of their bids, that lot 1 must be separated from lot 2, each lot must have its own set of requirements as one separate bid, one envelope for lot 1 and one envelope for lot 2. She reminded the Secretariat to check packaging of submitted bids during the submission. There must be one envelope for lot 1 and one envelope for lot 2. Further, she advised bidders to visit the Secretariat if they have inquiries or clarifications.

Engr. Panimbatan, in-charge of the projects reminded bidders that since these are electrification projects, a licensed electrical engineer is required and that bidders' must have electrical engineer in their organizational chart. For PCAB license, bidders must



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be registered to engage in electrical works, PCAB license must have electrical works in the category. Engr. Panimbatan informed the bidders that they have allocated an amount to energized the building, he added that they will not accept the building unless already energized.

Engr. Panimbatan advised the bidders to know first the fees and charges of SOCOTECO before they will prepare their bids. Further he advised bidders that if awarded the project, they must have the transformers and wires ready at an early stage because they cannot be sure of the availability in SOCOTECO.

Engr. Panimbatan also explained that the project under CY 2019 Batch 2 in TNHS has no SARO yet and that the procurement process for this will be up to Resolution to Award only while waiting for the SARO.

Engr. Panimbatan reminded the bidders to be on time because late bids will not be accepted.

Sir Somera, explained that for purposes of synchronicity, Pagasa time will be the basis for time particularly during the submission of bids. He said that after 10:00am bids will not be accepted.

Sir Somera advised bidders to observe earmarking or tabbing of documents for easy checking. He also emphasized that any missing required document in the checklist is a ground for outright rejection of the bid. Further, Mr. Somera reminded the bidders that all pages of their documents- eligibility and financial must have the signature of the proprietor or his authorized representative.

Salient points during the discussion on building permits and requirements of Bureau of Fire Protection and SOCOTECO:

1. Not all school buildings have building permits, mostly, only the new buildings have building permits.
2. Other buildings are already energized, this project is upgrading of electrical system only.
3. SOCOTECO requires that all buildings must have building permit/occupancy.
4. Bidders are advised to also check the requirements of BFP and SOCOTECO.
5. Bidders are advised to include all the fees and payments in their bids.
6. If project cannot be energized, the contractor to ask letter from SOCOTECO regarding their requirements which cannot be provided.
7. During the implementation, contractor will be accompanied by the school principal and Engr. Panimbatan in securing the requirements.
8. For SOCOTECO requirements- SOCOTECO Polomolok; for BFP- Tupi BFP
9. Engr. Panimbatan will visit (on Monday) the SOCOTECO Polomolok and BFP Tupi to ask for their requirements.



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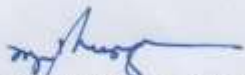
The Chair asked for more clarifications, having heard none, she reiterated her reminder on the proper packaging of bids, to separate the lot 1 and lot 2 and for bidders to see the BAC Secretariat if they have clarifications.

The Chair reminded the bidders of the schedule of submission of bids on August 13, 2019, 10:00am at BAC Office.


III. Adjournment

There having no clarifications and other matters to be discussed, the pre-bid conference adjourned at 2:45 pm.

Prepared by:


MARY JANE C. SUNGA
BAC Secretariat Chairperson

APPROVED:


FE L. SEPAYA, PH.D.
Chairperson- BAC (PB)