



Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO

**MINUTES OF THE MEETING**

Name of Event : **Pre-Bid Conference for the project**  
**Repair/Conversion of Classrooms to Dental Clinics**

Date : December 4, 2019

Venue : BAC Office

Presiding : Fe L. Sepaya, Ph.D BAC Chairperson

Attendance : Rosmie P. Salada BAC Member  
Ronald Jim S. Somera BAC Member  
Joven Ryan G. Malida BAC Member  
Sigreed Ferolyn A. Moscosa BAC TWG Member  
Mary Jane C. Sunga BAC Secretariat  
Madona B. Torre BAC Secretariat  
Ira Kevin H. Oregano BAC Secretariat  
Wilfredo A. Sarmiento Representative-Nirvana Const.

Absent:

Atty. Irelan B. Ditchon BAC Vice Chairperson (OB)  
Hermie M. Jarra BAC Member  
Judith G. Dingal BAC Member (OB)

Time: 10:00a.m

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
	<p>The meeting commenced with a prayer led by Mr. Malida.</p> <p>The Presiding Officer called the meeting to order at 10:00 in the morning and requested Ms. Sunga to do the roll-call of attendees.</p> <p>Of seven (7) BAC Members, four (4) were present. The Presiding Officer declared the meeting in quorum and ready to transact official business.</p>		

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Alunan Avenue, Koronadal City, South Cotabato 9506

☎ 228-3801/7799

☎ 083-228-3801

📧 [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)  
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<p><b>Pre-Bid Conference for the project Repair/Conversion of Classrooms to Dental Clinics</b></p>	<p>The Chairperson, Dr. Fe Sepaya read the invitation to bid and briefly discussed the following:</p> <ul style="list-style-type: none"><li>a. The number of lots: 4 (4 Clusters)</li><li>b. The ABC per lot: Lot 1: P 1,790,948.80 Lot 2: 2,686,423.20 Lot 3: P 1,343,211.60 Lot 4: P 2,238,686.00</li><li>c. Contract Duration: 90 days for each lot</li><li>d. Deadline of submission of bids: December 16, 2019, 10:00am</li><li>e. Bid Opening: December 16, 2019, 10:01am</li><li>f. Bid documents fee: P 5,000.00 for each lot.</li></ul> <p>Dr. Sepaya, informed the body that there are revisions/amendments in Philippine Bidding Documents for Infra Particularly on ITB Clause 5 wherein the 75% ownership of partnerships and corporations is changed to 60%.</p>	<p>The published PBD for this project is not updated on the latest revisions</p>	<p>The BAC to issue bid bulletin to amend the following parts/clauses in the PBD:</p> <ul style="list-style-type: none"><li>1. Paragraph 3 of the Invitation to Bid</li><li>2. Section II- Instructions to Bidders- C. Preparation of Bids</li><li>3. ITB Clause 5.1 (b)</li><li>4. ITB Clause</li></ul>
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	<p>Dr. Sepaya explained that during the bid opening, if bidders failed to present the required documents, bidders' bid will be rejected outright.</p> <p>Further, Dr. Sepaya emphasized to the bidder present to be careful in the preparation of their bid documents and to follow the formats of bidding forms as provided in Section 9 of the PBD.</p> <p>Mr. Somera read the <u>Bid Form</u> and emphasized that bidders must follow the format and must properly fill in the required data/information.</p> <p>Mr. Sarmiento asked the payment method.</p> <p>Mr. Somera said that payment is by progress billing and upon submission of the required documents.</p> <p>On the BOQ, the bidders will just have to fill up the price.</p>		<p>5.1 ( c )</p> <p>5. ITB Clause 5.1(e)</p>
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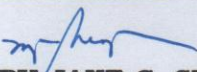




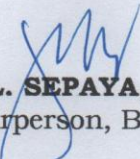
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	<p>Dr. Sepaya read the Checklist of requirements. She emphasized that bid documents must be tabbed for ease of checking. She also emphasized the requirement on Statement of All Ongoing projects, that bidder must declare all its ongoing projects; failure to comply is ground for disqualification.</p> <p>Further, Dr. Sepaya emphasized that any missing document in the checklist is a ground for outright rejection of the bid.</p> <p>For further clarifications, bidders are advised to refer their queries to the BAC Secretariat.</p> <p>There having no more questions and clarifications, the pre-bid conference adjourned at 10:45 a.m.</p>		
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Prepared by:

  
**MARY JANE C. SUNGA**  
BAC Secretariat Chairperson

ATTESTED:

  
**FE L. SEPAYA, PH.D**  
Chairperson, BAC-PB

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