



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**MINUTES OF THE MEETING**

Name of Event : Pre-Bid Conference- Construction of Two (2) Units- One (1) Storey –Three (3) Classroom with School Furniture, Water Supply System and Solar Energy System Under BEEF CY 2020 Last Mile School Building Project at Lamkati Elementary School, Tboli, South Cotabato

Date : October 20, 2021

Venue : BAC Office, Deped-Schools Division Office

Reference :

Presiding : Jasmin P. Isla

Attendance : Jasmin P. Isla BAC Chairperson  
Atty. Irelan B. Ditchon BAC Member  
Dr. Felly F. Maru BAC Member  
Dr. Lalaine SJ. Manuntag BAC Member  
Engr. Ronald Panimbatan Division Engineer III  
Rodel H. Catubay BAC Secretariat Head  
Mark Lester Caspillo BAC Secretariat Member  
Ira Kevin Oregano BAC Secretariat Member  
Kier Aleli C. Pantaliano BAC Secretariat Member  
Ifer Vann Rampola School Representative  
Engr. Nelson Basco RO Electrical Engr.  
Gil Tongcaling District Representative  
Jex Raven Iguianon LG & M Corp Representative  
Hyacinth Abella Everton General Const. Rep  
Evangeline Gecosala FH GOPITEO Cons. & Supply Rep  
Jose Laruya FH GOPITEO Cost. & Supply Rep  
Rosalie Javing GSP SoCot Representative

Absent : Daisy I. Darroca BAC Member -OB

Time: 10:01 a.m

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Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
	<p>The meeting commenced with a prayer led by Ma'am Felly Maru.</p> <p>The Chair called the meeting to order at 10:01 in the morning.</p> <p>Of five (5) BAC Members, four (4) regular members were present. The Chair declared the meeting in quorum and ready to transact official business.</p>		
<b>Adoption of Minutes of Previous Meeting</b>	<p>The Chair requested the BAC Secretariat to read the minutes of October 4, 2021 meeting.</p> <p>Mr. Ditchon moved for the adoption of the minutes of the previous meeting. Ma'am Felly seconded the motion. The Chair announced the approval of the minutes of the meeting.</p>		Minutes of Previous Meeting adopted and approved as read
<b>Pre-Bid Conference for the Supply and Delivery of Office Supplies and Equipment</b>	<p>The Chair requested the BAC Secretariat to acknowledge the presence of the one (1) prospective bidders.</p> <p>The Chair read first the ITB for the <u>Pre-Bid Conference-Construction of Two (2) Units-One (1) Storey -Three (3) Classroom with School Furniture, Water Supply</u></p>		

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	<p><u>System and Solar Energy System Under BEEF CY 2020 Last Mile School Building Project at Lamkati Elementary School, Tboli, South</u> <b>with the ABC of Php 32,668,667.35</b> for one lot.</p> <p>Ms. Chair discussed the invitation to bid where the procurement activities detailed as follows:</p> <p>Opening of Bids – November 3, 2021</p> <p>Late submission of bidding documents shall be rejected.</p> <p>Amount of bidding documents if Php 25,000.00</p> <p>Ms. Chair introduced Engr. Panimbatan to discuss the Plans and Programs.</p> <p>Engr. Panimbatan discussed the Plans and Programs of the project.</p> <p>Engr. Panimbatan elaborated the Bill of Works. He then emphasized that permits should be required until the occupancy permits.</p> <p>Engr. Panimbatan also explained the Scope of Works and reiterated that during the Post-Qua all Key Personnel must be present such as Civil Engr., Electrical Engr., Master Plumber, Foreman, and Heavy Equipment Mechanic and</p>		
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	<p>Operator.</p> <p>Engr. Panimbatan stipulated that as per included in the Bid Data Sheet, particularly on ITB Clause 10.5 which is the minimum major equipment requirements. He also emphasized that bidders must ensure access to sites of such projects/equipment to the Procuring Entity representatives for verification and validation purposes during post-qualification process. Moreover, it shall be a ground for disqualification if verification and validation cannot be conducted for reasons attributable to the Bidder.</p> <p>Rep. FH GOPITEO asked if it would be accessible for the transportation.</p>	<p>Mr. Gil Tongcaling brought out a concern on the road/way going to the site (Lacag, Salacafe, Datal Blanag to Mala) is damaged by flood wherein</p>	<p>Ms. Chair requested the District Supervisor to assist the description of the site.</p> <p>Miss Chair requested the school representative to accompany prospect bidders for site inspection.</p>
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	<p>Ms. Lalaine suggested that school should provide site inspection certificate.</p> <p>Engr. Panimbatan advised bidders to have site inspection only during weekdays.</p> <p>Sir Tongcaling mentioned that School head may ask for the assistance from the LGU to conduct clearing by scraping the road.</p> <p>Ms Chair emphasized that partnership with the LGU is fine but not obliged and it is up to the winning bidder to have their options or strategy on the project. Ms Chair also emphasized that unavailability of the equipment should not be a reason.</p> <p>Engr. Panimbatan advised the winning bidder to orient the school head or school representative about the manual from the contractor and conduct also an exit conference</p> <p>Miss Chair reiterated that whatever is included in the product warranty or all other inclusions in the project will be availed by the school.</p> <p>Ms Chair emphasized that</p>	<p>materials shall be manually transported.</p>	<p>The BAC agreed that agreement during pre-proc must integrate the specific conditions of the contract.</p> <p>BAC agreed and allowed sub contract on the accreditation of solar panel.</p>
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	<p>solar panel must pass the Quality Control and she also reiterated that manual must have an English translation.</p> <p>Rep. FH Gopiteo mentioned that specs is included in the Program of Works.</p> <p>Ms Chair also required not to lower the specifications.</p> <p>Ms Chair discussed and read the checklist where she required that PCAB license must be at least minimum of Medium B category. She also added additional requirement to be included on the Technical Documents the <b>Site Inspection Report</b> signed by the School head or District Supervisor.</p> <p>Ms Chair emphasized that the contract period of the project is 180 calendar days.</p> <p>Ms Chair reiterated also that bidders must submit an Electronic Copy (CD or USB) to be included in the Original Copy of Financial Documents envelope.</p> <p>Ms. Chair reminded the prospect bidders to bring back up in case USB is corrupted.</p> <p>Ms. Chair asked everyone if there are still clarifications for the project and informed the</p>		<p>The BAC asked the BAC secretariat to revise the checklist.</p>
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	opening of bids will be on November 3, 2021, 10:00 am at the BAC Office of the Division Office of DepEd- SDSC.		
<b>Other Matters</b>	There having no other matters to discuss, Atty. Ditchon moved for the adjournment of the meeting, Ma'am Lalaine seconded the motion. The meeting adjourned at 11:53 AM.		

Prepared by:

  
**RODEL H. CATUBAY**  
BAC Secretariat Head

ATTESTED:

  
**JASMIN P. ISLA**  
BAC Chairperson

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