



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE MEETING
No. 21, s. 2022
PRE-BID CONFERENCE

CY 2022 Basic Educational Facilities Funds (BEFF) Repair of Classrooms (Batch 1)
Janayjanay Elementary School, San Jose Negros Oriental

9:00 AM; February 23, 2022
3rd Floor Division Conference Hall, Deped Division of Negros Oriental

I. ATTENDANCE

Present:

Face-to-Face

1. Dr. Rachel B. Picardal	Vice-Chairperson
2. Dr. Antonio B. Baguio Jr.	Regular Member
3. Mrs. Dae P. Habalo	Regular Member
4. Dr. Dan P. Alar	Regular Member
5. Dr. Donre B. Mira	Alternate Member
6. Mr. Arnold R. Jungco	Alternate Member
7. Engr. Philip Tubog	TWG Chairperson Infrastructure
8. Engr. Wendy L. Balzano	TWG Member Infrastructure
9. Engr. Monica P. Abadines	TWG Member Infrastructure
10. Engr. Einstein T. Cimafranca	TWG Member Infrastructure
11. Mr. Desiderio T. Quito Jr.	TWG Member Infrastructure
12. Dr. Ruby Jean EM Bidaure	Secretariat Member
13. Ms. Irene Cecilia Elemia	Secretariat Member
14. Ms. Ivone Marie M. Villafranca	Secretariat Member
15. Mr. Jesse John Pagasian	Secretariat Member
16. Mr. Andrie P. Amor	Secretariat Member
17. Mr. Cyrus Abelo	Rep. Double MM
18. Mr. Ivan Flores	Rep. MDBD Construction
19. Mr. Jaime T. Lu	Rep. Chrisman Construction
20. Mr. Elaquer C. Husalit	Rep. Chrisman Construction
21. Mr. JP Mariño	Rep. AYBC Construction

Virtual:

22. Dr. Joelyza M. Arcilla	Chairperson
23. Dr. Marcelo K. Palispis	
23. Dr. Carmelita A. Alcala	Regular Member
24. Mr. Dennis Charl F. Andalajao	Alternate Member
25. Mrs. Karla P. Antonio	Secretariat Chairperson
26. Ms. Amabel Herrera	Secretariat Member
27. Engr. Emmanuel Lajato	Rep. Tribata Construction
28. Representative of RISM Builders	

II. CALL TO ORDER

The meeting started with a prayer and a nationalistic song.

BAC Secretariat Member, Ms. Ma. Irene Cecilia Elemia introduced the attendees: BAC Members, BAC Alternates, BAC Secretariat, BAC TWG Members and prospective bidders attending in person and in virtual.

Having four (4) BAC Regular Members physically present and two (2) attended virtually, a quorum was established.



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54 Dr. Rachel B. Picardal, Vice-Chairperson of the Bids and Awards Committee (BAC), and
55 presiding officer called the meeting to order at 9:10 AM.

56

57 **III. PRE-BID CONFERENCE**

58

59 BAC Vice-Chairperson Dr. Rachel B. read the Invitation to Bid and Technical
60 Specification, and the Approved Budget Contract (ABC) for the project which is Php
61 2,801,981.26. The Opening of Bids will be on March 7, 2022 at 9:00 AM at the 3rd Floor
62 Division Conference Room.

63

64 Dr. Rachel B. Picardal clearly instructed the prospective bidders to carefully follow the
65 checklist of Technical and Financial Documents to avoid disqualification.

66

67 Engr. Monica P. Abadines, TWG Member, gave reminders on the Program of Works.
68 Winning contractor must process the permits, including Building Permit and As-Built
69 Plan as a pre-requisite in securing Fire Safety Inspection Certificate. School Heads can
70 help with the other needed documents to be submitted like site ownership & site
71 development plan. There should be no changes of quantity on the items and make sure
72 that these will not be changed nor deleted. The trusses & members will be steel, but on
73 the ceiling, good lumber will be used. If contractor offers the items free to government,
74 it should not leave blank but zero (0) or dash (-) stated in RA 9184. Non-compliance to
75 these is ground for disqualification. She further reminded that the project must be
76 completed within 120 calendar days to avoid time extension and lack of material supply
77 is not a valid reason for time extension.

78

79 Engr. Philip Tubog also gave additional information on the project. There was an
80 observation from Commission on Audit (COA) that there are delays on the
81 implementation of projects, so the winning bidders must follow the timeline of the
82 project. Winning Contractors need to post warranty security before the issuance of
83 Certificate of Final Acceptance in order to release 10% retention money of the project.

84

85 Vice-Chairperson Dr. Rachel B. Picardal said that bidders that will join the Opening of
86 Bids must comply everything in the checklist from Technical and Financial documents
87 to avoid disqualification. If documents are still on-process, attach receipt of renewal.
88 As much as possible the end-user will not grant time extension.

89

90 A representative from Chrisman Construction, Engr. Jaime T. Lu asked if the building
91 Permit should be processed prior to the start of the project or can it be processed after
92 the project completion to provide as-built plan.

93

94 Engr. Monica Abadines said that it must be processed before the start of the project.
95 They had a previous talk with the Local Government Unit (LGU) for the possibility to
96 start the project while processing the Building Permit. However, as per experience with
97 the LGUs, they allowed Department of Education (Deped) to start the project to be able
98 to meet the timeline.

99

100 Engr. JP Mariño added to the query of Engr. Jaime T. Lu that in securing Building
101 Permit in the repair and renovation, the LGU requires the original plan including as-
102 built plan. He asked if end-user can provide the needed documents in securing Building
103 Permit.

104

105 Engr. Monica P. Abadines said that they can provide the original plan of the other school
106 building but not all school building types are available because there is a possibility that
107 some of the buildings were constructed with no existing original building plan.

108



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109 Vice-Chairperson Dr. Rachel B. Picardal reiterated that plans should be prepared based
110 on Program of Works since it is more detailed and specific on what works to be done.

111
112 Engr. Jaime T. Lu asked if contractors will process the Certificate of Occupancy.

113
114 Engr. Monica P. Abadines said that it is the task of School Heads to process the
115 Certificate of Occupancy, since the Building Permit and other requirements will be
116 turned-over by the contractor to the school heads.

117
118 Engr. Emmanuel Lajato, representative from Tribata Construction and Development
119 asked if in case Invitation to Bid (ITB) is not being followed what is the sanction.

120
121 Vice-Chairperson Dr. Rachel B. Picardal said that it is grounds for disqualification.

122
123 Engr. Emmanuel Lajato, said based on the checklist for the Legal Documents on

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

124 is it possible to submit either (a) or (b) of the checklist.


125
126 Vice-Chairperson Dr. Rachel B. Picardal said that in all bidding activities they are to
127 check everything that is stipulated in the checklist.

128
129 **IV. ADJOURNMENT**

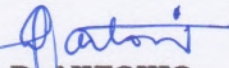
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131 There having no other matters and concerns, BAC Regular Member Dr. Antonio B.
132 Baguio Jr. moved to adjourn the meeting and was seconded by BAC Regular Member
133 Mrs. Dae P. Habalo.

134
135 The meeting was adjourned at 10:05 AM.

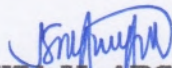
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137
138 Prepared by:

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140 **IVONE MARIE M. VILAFRANCA**
141 BAC Secretariat Member

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143
144 Checked and attested by:

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146
147 **KARLA P. ANTONIO**
148 BAC Secretariat Chairperson

149
150
151 Noted:

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153
154 **JOELYZA M. ARCILLA EdD, CESE**
155 BAC Chairperson