



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

MINUTES OF PREBID CONFERENCE

Procurement of Works – Conversion of SPED Classrooms into Inclusive Learning Resource Centers at City Central School in the Department of Education, Division of Cagayan de Oro City (Phase 2)

ABC: Php 4,278,440.73

Solicitation Number: 2022-066

Reference Number: 9121937

October 25, 2022 @ 9am

Attendance:

Lorebina C. Carrasco	-	Chairman
Rosalio R. Vitorillo	-	Co-chairman
Romiel S. Vallente	-	Member
Cynthia V. Yañez	-	Member
Risa Bea Socorro M. Borres	-	Member
Ray O. Maghuyop	-	Member
Milagros P. Recamadas	-	Secretariat
Loredelle L. Tacandong	-	Secretariat
Lanie M. Signo	-	Secretariat

TWG:

Engr. Ely V. Mamaclay II	-	Division Engineer
Engr. Ariel Aranez	-	Division Engineer

Observer/s: None

Bidder/s:

Hassanor I, Datumanong	-	HID Construction
Kaizer Dalmacion	-	K & C Builders
Jennifer A. Pabillaran	-	Green Builder
Lamberto D. Feniza Jr.	-	SS Construction & Supply

I. Call to Order

The conference officially commenced at 9:27am. The meeting started with an opening prayer led by Ms. Loredelle Tacandong followed by checking of attendance by Mrs. Milagros P. Recamadas and presented to the BAC Chairman, Dr. Lorebina C. Carrasco for the declaration of quorum.

II. Declaration of Quorum

After the roll-call of the committee and identification of prospective bidders and observers present, the BAC Chairperson declared a quorum. Dr. Carrasco,



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formally started the Pre -bidding Conference by giving background of the project to be procured:

Procurement of Works – Conversion of SPED Classrooms into Inclusive Learning Resource Centers at City Central School in the Department of Education, Division of Cagayan de Oro City (Phase 2) with an ABC of Php 4,278,440.73

III. Conference Proper

Dr. Carrasco requested the TWG to present the detailed requirement specifications of the project. Engr. Aranez did the presentation of the scope of works. He further informed that the project is in Phase 2 continuation of Phase 1 with the ff major areas:

- Carpentry Works – such as partitions and cabinets
- Electrical Works – provision and installation of aircon
- Painting Works – repainting
- Hydro Therapy area – provision of bath tub size swimming pool in the identified classrooms.
- Bread and pastry classroom

He also reiterated some important items of the Bid Data Sheet and RA 9184.

- SLCC is required by the procuring entity
- Self contracting is not allowed
- Experience must be similar to the work
- Key personnel are required to have 5 years minimum experience
- Equipment includes welding machine, etc

IV. Discussion and clarification

- Details of the swimming pool: Bath tub size, With bath and cold water
- Windows must be replaced with sliding glass, the existing are jalousies.
- To install sanitary lines and electrical lines under the floor.
- 5 classrooms to be converted.
- For clarifications and queries, the prospective bidders are requested to visit the engineering section.

V. Biddocs Preparation

To guide the prospective bidders in the preparation of the bidding documents both technical and financial parameters for the infrastructure procurement process, Mrs. Recamadas presented the following.

- a. Manner of submission of documents.
- b. Required documents to determine if bidders are eligible.

1st sealed envelope contains:

Eligibility Components - PhilGEPS Registration (Platinum Membership), SEC Certificate or DTI, Valid and Current Mayor's/ Business Permit and Valid and Current Tax Clearance.



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Technical Components – Statement of all its on-going government and private contracts, SLCC, Bid Security, and Omnibus Sworn Statement.

Financial Components – Audited Financial Statements including the following: Balance Sheet or Statement of Financial Position; Income Statement or Statement of Comprehensive Income; Statement of Changes of Equity; Cash Flow Statement; and Notes to financial Statement.

2nd sealed envelope contains:

Financial Proposal: (1) Original of duly accomplished and signed Financial Bid Form; Original of duly accomplished and signed Bid Prices or Bill of Quantities; Duly accomplished detailed estimates Form; and Cashflow by quarter.

- c. Common reasons for disqualifications such as the following: (1) Late submission of Bid; (2) Incomplete Submission of requirements (including additional requirements); (3) Unsealed or unmarked Bid; (4) Wrong project number or reference number indicated on the bid document submitted; (5) Use of unprescribed forms; (6) Unsigned documents by the authorized representative; (7) Expired licenses/certificates; (8) Misplaced Eligibility and Technical Requirements to Financial Envelope; and (9) Statement of Single Largest Completed Contract does not conform with the required similar contract (bid data sheet ITB clause 5.4
- d. Sale of bidding documents. For this project is Php 5,000.00.
- e. Dropping of bids: October 25, 2022 on or before 9:00am.
- f. Opening of bids: October 25, 2022 @ 10:00am. 2nd Floor Canteen Building

VI. Adjournment

There being no other matters to discuss on the said procurement the Committee proceeded to discuss the following procurement matters:

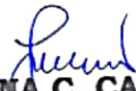
- Procurement of SHS Equipment
- Procurement of laptops for IPED

Adjourned at 11:00 AM.

Prepared by:


MILAGROS P. RECAMADAS
BAC Secretary

Noted by:


LOREBINA C. CARRASCO
OIC-Asst. Schools Division Superintendent
BAC Chairman