



Republic of the Philippines  
Department of Science and  
Technology

**PHILIPPINE SCIENCE HIGH SCHOOL – ZAMBOANGA PENINSULA REGION CAMPUS**  
Cogon, Dipolog City



## **Minutes of the Pre-Bid Conference for the Project Implementation of K-12 Program of PSHS-ZRC (MITHI-ICT Infrastructure)**

Date: August 5, 2021

Time: 10:03 am to 11:03 am

Venue: Through Google Meet

Attendance:

Bids and Awards Committee:

1. Hazel R. Lagapa – Chairperson
2. Robinson S. Luzon – Vice Chairperson
3. Lovely C. Bacara – Member
4. Junie Rov A. Ereno- Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Danny A. Sulit – TWG Head
2. Engr. June Carlo F. Reyes – Member
3. Mearsk V. Diaz – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Chairperson
2. Ronald Randolph E. Abao - Member
3. Danny A. Sulit – Member

Prospective Bidders/s:

- |                        |                      |
|------------------------|----------------------|
| 1. Mary Jane Ramientos | – Comfac Corporation |
| 2. Richard Gumanad     | – Comfac Corporation |
| 3. Jacques Baulo       | – Comfac Corporation |
| 4. Marlon Cardenas     | – JCC Enterprises    |

### **I- Call to Order**

With the presence of quorum of the BAC members, TWG members, the opening of the **Pre-Bid Conference for the Project Implementation of K-12 Program of PSHS-ZRC (MITHI-ICT Infrastructure)** was called to order by the BAC Chair.

The BAC Chair introduced herself. She also acknowledged the presence of other BAC members, TWG, BAC Secretariat and the representatives of prospective bidders who attended the conference virtually.

The conference officially started with a prayer led by Mr. Junie Rov Ener, BAC Member.

## II. Highlights of the Meeting

The BAC Chair read and presented the guidelines and requirements for bid participation. She emphasized the following matters:

1. That the project's Approved Budget for the Contract (ABC) is **One Million Six Hundred Ten Thousand Pesos** (P 1, 610,000.00);
2. That the target delivery period is 90 calendar days;
3. That bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) NO. 9184;
4. A complete set of bidding documents may be acquired by interested bidders on July 26, 2021 from the given address and website and upon payment of the applicable fee for the bidding documents, pursuant to the latest guidelines issued by the GPPB, in the amount of **Three Thousand Pesos** (P 3,000.00).
5. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on August 20, 2021, on or before 10:00 in the morning.
6. That late bids shall not be accepted;
7. That all bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15;
8. That bid opening shall be on August 20, 2021 at 10:01 in the morning, through virtual conference;
9. That PSHS-ZRC (BAC) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders;
10. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team Ms. Sherl Dianne S. Estoque;
11. That bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:
  - a. The amount of not less than Thirty Two Thousand Two Hundred Pesos (P32,200.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
  - b. The amount of not less than Eighty Thousand Five Hundred Pesos (P80,500.00), if bid security is in Surety Bond.
12. The mode of payment will be posted in the Supplemental Bids Bulletin.
13. The Head of the TWG, Mr. Danny Sulit presented the Terms of

Reference (TOR).

14. The BAC Chair, Ms. Hazel Lagapa presented the checklist of technical and financial documents.

### **III. Discussions, Queries and Concerns**

- a. The following are significant matters stipulated by the BAC Chair.
  1. Online submission of bidding documents is not allowed;
  2. Virtual presence of representatives of the prospective bidders during the opening is allowed;
  3. Submission of bidding documents should only be done by an authorized person/representative;
  4. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components.
- b. Mr. Baulo asked about if there is a separate document for specific quantites or items.
- c. Mr. Sulit said that the specific quantities or items are part of the project design.
- d. Mr. Baulo also asked about the scenario on the possible disagreement on the specifications of the project and cost to incur to come up with the design.
- e. Mr. Sulit said that the guidelines of the GPPB must be followed.
- f. Mr. Luzon explained that the winning bidder should maximize the Approved Budget Cost without compromising the quality of products and services. Bid evaluation will be conducted by BAC and TWG in regard to the products and services specifically if these are within the guidelines and specifications.
- g. Ms. Ramientos inquired if the procurement of the project was postponed.
- h. Ms. Lagapa explained that the date of the conference was just moved.
- i. Mr. Baulo asked clarifications on the cabling.
- j. Mr. Sulit said that there are cables installed and interconnected.
- k. Ms Ramientos asked about the bid supplements.
- l. Ms. Lagapa said that it will be posted in the PhilGEPS.

Since there were no other matters discussed, the **Pre-Bid Conference for the Project Implementation of K-12 Program of PSHS-ZRC (MITHI-ICT Infrastructure)** was then adjourned at 11:03 in the morning.

Prepared:



**RONALD RANDOLF E. ABAO**

BAC Secretariat Member

Approved:



**HAZEL R. LAGAPA**

BAC Chair