



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 Implementation of K-12 Program (MITHI-ICT Infrastructure) Negotiated Procurement-Two Failed Biddings

Date: November 3, 2021

Time: 9:00 pm to 10:13 am

Venue: Through Google Meet

Attendance:

Bids and Awards Committee:

1. Hazel R. Lagapa – Chairperson
2. Robinson S. Luzon – Vice Chairperson
3. Bernard O. Callao – Member
4. Lovely C. Bacara – Member
5. Junie Rov A. Enero – 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 Abao – Member
3. Danny A. Sulit – Member

Prospective Bidder(s):

1. Rex Arico – Neotech Asia
2. Lee Shiera Biase – Ants Technologies, Inc.
3. Brian Bajamunde – PC Lane Marketing
4. Marie Joy Lapiz – Microdata Systems and Mgt., Inc.
5. Jek Tan – Comworks
6. Joseph Bahena – Comworks
7. Mary Jane Ramientos - Comfac

Observer:

1. Karlyzel Pelaez – COA, Region IX

I- Call to Order

With the presence of quorum of the BAC members, TWG members, the Pre-Bid Conference for the **Negotiated Procurement Project Implementation of K-12 Program of PSHS-ZRC (MITHI-ICT Infrastructure) Negotiated Procurement-Two Failed Biddings** was called to order by the BAC Chair, Ms. Hazel Lagapa.

The BAC Chair introduced herself, and acknowledged the presence of other BAC members, TWG, BAC Secretariat and the representatives of prospective bidders who attended the conference virtually. She then, requested the BAC Sec Member, Mr. Abao to lead the prayer.

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. Bidders should have completed within **two (2) years** from the date of submission and receipt of bids, and a contract similar to the project.
4. 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;
5. A complete set of bidding documents may be acquired by interested bidders from **October 26 - November 18, 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 **One Thousand Pesos (P 1,000.00)**;
6. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on **November 18, 2021, on or before 9:00 in the morning at the Student Services Division Chief Office, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;
7. That late bids shall not be accepted;
8. 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;
9. That bid opening shall be on **November 18, 2021 at 9:01 in the morning, at the Student Services Division Chief Office, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;
10. 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;
11. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team Ms. Sherl Dianne S. Estoque;
12. The BAC Chair also presented the Bid Data Sheet;
13. 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 Specifications;
14. The BAC Chair presented the checklist of technical and financial

- documents including the two-envelope system.
15. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components.
 16. The following are significant matters emphasized by the BAC Chair.
 - a. Submission of bidding documents must be manual to the BAC Sec.
 - b. Submission of bidding documents should only be done by an authorized person/representative. For those bidders coming from far places, in case the bidding documents will be submitted through courier, it is advised to instruct the courier to submit/hand over the bidding documents personally to the BAC Sec.
 - c. Special Power of Attorney (SPA) or authorization letter is no longer required upon dropping of bidding documents.

III. Discussions, Queries and Concerns

- a. Ms. Biase of Ants Technologies, Inc. raised her concern about reinforcing bars if they are really grade 60 as well as about the required man hole;
- b. TWG Head confirmed that grade 60 reinforcing bars are really required as specified in Technical Specifications and in regard to the manhole, it is proposed depending on the location;
- c. Mr. Joseph Bahena of Comworks asked about if there are other prospective bidders that already conducted site survey;
- d. TWG Head said so far, there is no prospective who conducts site survey. He also emphasized that the prospective bidders are highly encouraged to conduct site survey;

Since there were no other matters discussed, the **Pre-Bid Conference for the Implementation of K-12 Program (MITHI-ICT Infrastructure) Negotiated Procurement-Two Failed Biddings** was then adjourned at 10:13 in the morning

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair