****Republic of the Philippines

****Department of Education

**Schools Division of Negros Oriental**

**BIDS AND AWARDS COMMITTEE (BAC)**

**MINUTES OF THE MEETING**

**PRE-BID CONFERENCE**

**10:50 AM; June 14, 2021**

**3rd floor Conference Room, DepEd Negros Oriental**

**I. ATTENDANCE**

Present:

Face-to-Face

1. Dr. Joelyza M. Arcilla Chairperson
2. Dr. Rachel B. Picardal Vice - Chairperson
3. Ms. Dae Habalo Regular Member
4. Dr. Dan P. Alar Regular Member
5. Dr. Carmelita A. Alcala Regular Member
6. Engr. Philip C. Tubog TWG Member
7. Engr. Monica Abadines TWG Member
8. Engr. Wendy Baldezamo TWG Member
9. Ms. Cristy Mae C. Tinambacan Civil Society Representative, GSP
10. Mr. Vince Ocate Representative, Richfield Builders
11. Ms. Melydith Baldado Representative, Rcode Builders
12. Mr. Orland Jay Baniqued Representative, Tribata

Construction

Virtual:

1. Dr. Emma S. Mate Regular Member
2. Mrs. Karla P. Antonio Secretariat Chairperson
3. Dr. Ruby Jean Estrelita M. Bidaure Secretariat Member
4. Mr. Andrie P. Amor Secretariat Member
5. Ms. Amabel Herrera Secretariat Member
6. Mr. Jesse John Pagasian Secretariat Member
7. Mr. Marx Lee Badon Secretariat Member
8. Engr. Cesar Fernandez TWG Member
9. Mrs. Remylin V. Gao-Gao TWG Member
10. Ms. Daisy Mae Batungan Representative, RISM Builders &

Construction Services Inc.

**II. CALL TO ORDER**

The meeting was called to order by Dr. Joelyza M. Arcilla, Chairperson of the Bids and Awards Committee (BAC), and presiding officer at 10:50 AM at the 3rd floor Conference Room, DepEd Negros Oriental.

BAC Vice-Chairperson, Dr. Rachel B. Picardal, led the prayer.

BAC Vice Chairperson, Dr. Rachel B. Picardal read the Invitation to Bid of the Project CY 2021 Basic Education Facilities Fund (BEFF) – Repair of Classrooms, the identified school per lot and the cost of bid documents per lot.

**III. PRE-BID CONFERENCE**

BAC Vice Chairperson, Dr. Rachel B. Picardal read the Invitation to Bid of the Project CY 2021 Basic Education Facilities Fund (BEFF) – Repair of Classrooms, the identified school per lot and the cost of bid documents per lot.

The BAC Vice-Chairperson, Dr. Rachel B. Picardal further announce to the body that the Opening of Bids is scheduled on June 28, 2021 at 8:00 AM at the Third Floor Conference Room.

She further reminded the Bidder Representatives that all documents must be checked and reviewed before submission. The BAC Vice-Chairperson reiterated that all pages of the documents must be signed by the authorized representative since an unsigned page will be a ground for disqualification.

Another reminder given was on the color coding of envelops stipulated in the Bid Documents.

BAC Vice-Chairperson Dr. Rachel B. Picardal also reminded the representatives to make sure that the compact disks (CDs) to be submitted must contain files and for the CD for the financial bid must be in Excel Format.

Engr. Philip Tubog, Technical Working Group (TWG) Committee Chairperson for Infrastructure also added that the file for Program of Works must also be in Excel Format.

BAC Chairperson Dr. Joelyza Arcilla reiterated that the Opening of Bids is at 8:00 AM and for bidders to make sure that their watches are synchronized with that of the Philippine Standard Time (PST) since it will be the time reference.

Dr. Rachel B. Picardal, the BAC Vice-Chairperson discussed to bidders other significant documents needed to be submitted together with their bids such as the site inspection which must be accompanied with their affidavit that it was conducted and the Certification of Site Inspection which must be duly signed by the School Principal. This is to make sure that the bidder has indeed inspected and checked the area prior to making a bid.

The absence of any of the documents according to the BAC Vice-Chairperson Dr. Rachel B. Picardal will be a ground for disqualification.

BAC TWG Chairperson for Infrastructure, Engr. Philip Tubog also added that bidders must check their documents and contents of the CDs against the checklist of Technical and Financial documents stipulated in the Bid Documents.

He discussed that buildings are repaired to be calamity-resilient. In the new designs this is immediately seen in the roof designs. For Bagong Lipunan Buildings the original designs of sloped roof will be retained but the wooden trusses must be changed to steel. Wooden purlins must also be changed into steel. However, ceiling joists will remain wooden.

He also mentioned the project must be finished and paid by December.

Engr. Monica Abadines. TWG Member then discussed the Specifications in the Program of Works (POW) for the Project.

Among the issues that Engr. Monica Abadines discussed are the following:

1. Variation Order. There are instances when the School Head (SH) or the Contractor shall request for changes especially that at the time of speaking damages are not specific. For cases like these, wherein there is a much preferrable work to be done than that indicated in the POW, the contractor must refer to the Division Engineers.

Further, there are instances where the SH will request for CHB partitions or movable partitions, these are allowed. CHB partitions are highly recommended to avoid termite infestation. These call for variation order.

1. Concreting Works. There are either new or retrofits.
2. Rebars and Beams. For CHB partitions there is a need to have a column at the middle. For Marcos Type Building, columns need to be strengthened and to add beams.
3. Form Works.
4. Masonry.
5. Doors and Windows. It is a requisite that all Classrooms (CL) must have two (2) doors. In case the POW only indicates one (1) door, variation must be done in order to comply.

Door knobs are lever type.

There are instances where windows are wooden. It is recommended that this be change to aluminum tubular to avoid termite infestation especially that these are Jalou Plus type windows.

1. Steel Works. There is a new specification to use a combination of G-bolt and tex screw.
2. Roofing. Contractors must not overlook the specifications especially that these are designed to be typhoon-resilient.
3. Carpentry Works. Ceilings are wooden.
4. Electrical Works. There are different electrical works per school depending on the assessment of the engineer.
5. Plumbing.
6. Tile Work.

Engr. Monica Abadines reiterated that variation must still be based on the budget and that there must be no additional request since it is difficult to request for funds. For unforeseen miscellaneous such as building permits these are charged against indirect cost or overhead cost. It is important to comply with building permits because the Bureau of Fire Protection (BFP) is really strict with its compliance.

She also told the bidders to visit the area. Hauling costs are added already and these are for hard-to-reach schools. For this project however, areas are passable.

BAC Chairman Dr. Joelyza M. Arcilla then reiterated to bidders that whoever will be the winning contractor must focus on the POW since different schools have different types of work required. All reminders are in the Bid Documents however.

**IV. ADJOURNMENT**

There having no other matters and concerns Dr. Carmelita A. Alcala moved to adjourn the meeting and it was seconded by Dr. Rachel B. Picardal The meeting ended at 11:43 AM.

Prepared by:

**KARLA P. ANTONIO**

BAC Secretariat Chairperson

Noted:

**JOELYZA M. ARCILLA EdD**

BAC Chairperson