



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**  
**PRE-BID CONFERENCE**  
**2:00 PM; August 2, 2021**  
**2<sup>nd</sup> floor, Library Hub, DepEd Negros Oriental**

**I. ATTENDANCE**

Present:

Face-to-Face

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Dr. Joelyza M. Arcilla        | Chairperson                        |
| 2. Dr. Rachel B. Picardal        | Vice-Chairperson                   |
| 3. Dr. Emma S. Mate              | Regular Member                     |
| 4. Dr. Dan P. Alar               | Regular Member                     |
| 5. Mrs. Dae P. Habalo            | Regular Member                     |
| 6. Engr. Philip C. Tubog         | Infra-TWG, Chairperson             |
| 7. Engr. Monica P. Abadines      | Infra-TWG, Member                  |
| 8. Engr. Wendy L. Baldazano      | Infra-TWG, Member                  |
| 9. Engr. Cesar B. Fernandez, Jr. | Infra-TWG, Member                  |
| 10. Mr. Marx Lee Badon           | Secretariat Member                 |
| 11. Mr. Jesse John Pagasian      | Secretariat Member                 |
| 12. Ms. Ma. Irene Cecilia Elemia | Secretariat Member                 |
| 13. Mr. Andrie P. Amor           | Secretariat Member                 |
| 14. Ms. Amabel A. Hererra        | Secretariat Member                 |
| 15. Cristy Mae C. Tinambacan     | Observer, GSP                      |
| 16. Henon I. Tumog               | Representative, H.I.T. Contractors |
| 17. Marc Dave Dabun              | Representative, MDDD Const.        |
| 18. Emmanuel Lajato              | Representative, Trinitycad         |
| 19. Jan Baniquod                 | Representative, Tribata            |

Virtual:

- |                                    |                         |
|------------------------------------|-------------------------|
| 20. Dr. Carmelita A. Alcala        | Regular Member          |
| 21. Ms. Karla P. Antonio           | Secretariat Chairperson |
| 22. Ms. Ivone Marie M. Villafranca | Secretariat Member      |

**II. CALL TO ORDER**

The meeting started with a nationalistic song played through audio and a prayer led by BAC Regular Member Mrs. Dae P. Habalo.

BAC Secretariat Member, Mr. Andrie P. Amor called the roll of the present members and bidders as well as the virtual attendees.

A quorum was declared.

The meeting was called to order by Dr. Joelyza M. Arcilla, Chairperson of the Bids and Awards Committee (BAC), and presiding officer at 2:10 PM.

The meeting ended at 3:55 PM.

51 **III. PRE-BID CONFERENCE**

52  
53 BAC Chairperson Dr. Joelyza M. Arcilla reiterated that this project is a re-bid due to  
54 failure of the previous bidding since the PCA~~8~~ for electrification was not presented by  
55 the bidder. The BAC Chairperson requested BAC Vice-Chairperson Dr. Rachel B.  
56 Picardal to read the Invitation to Bid.

57  
58 BAC Member, Dr. Rachel B. Picardal read the Invitation to Bid of CY 2020 BASIC  
59 EDUCATIONAL FACILITIES FUNDS (BEFF) - ELECTRIFICATION OF UN-ENERGIZED  
60 SCHOOLS AND MODERNIZATION OF ELECTRICAL SYSTEMS ON-GRID SCHOOLS  
61 BATCH 2 (RE-BID)

62  
63 Dr. Rachel B. Picardal further announced to the body that the Opening of Bids is  
64 scheduled on August 16, 2021 at 9:00 AM at Deped Conference Room.

65  
66 BAC Chairperson Dr. Joelyza M. Arcilla asked TWG Chairperson for Infrastructure Engr.  
67 Philip Tubog to give further reminders to the bidders.

68  
69 Engr. Philip Tubog reminded the bidders of the following:

- 70 • the project is for the upgrading of the Electrification at Mantiqil Masaligan High  
71 School, Siaton, Negros Oriental;  
72 • the bidders should have an SLCC of the same project;  
73 • the bidders should read the instructions on the bidding documents very carefully.  
74 One of which is the pages to be signed, the proper sealing and labeling of the  
75 envelopes as failure to comply with these can be grounds for disqualification.  
76 • all entries should not be left as blank. A zero (0) should be indicated for entries  
77 with no amount.  
78 • the bidders should follow the checklist thoroughly.  
79 • the Certificate of Site Inspection should be signed by the school head/OIC of the  
80 school.  
81 • an Affidavit of site inspection should be attached.  
82 • the winning contractor should provide a Contractor's All-Risks Insurance.  
83 • Bidders should make sure that their Bid documents are submitted ahead of time  
84 during the Opening of Bids.

85  
86 BAC Chairperson Dr. Joelyza M. Arcilla asked if there were questions/clarifications on  
87 the procurement specifications.

88  
89 Representative Engr. Lajato from Tribata asked if the winning bidder will do a variation  
90 order or use steel post. Engr. Philip Tubog answered that the winning bidder will do a  
91 variation order then steel post. The representative from Tribata also asked if Section  
92 23.5.2.5 of the 2017 Revised IRR of RA 9184 was already adopted for the SLCC. Dr.  
93 Joelyza Arcilla answered that it will be studied by the committee and will provide an  
94 answer tomorrow, August 5, 2021.

95  
96 Representative from HIT asked what were the specifications for the transformer. Engr.  
97 Philip Tubog directed them to the Program of Works on the Bid Documents. The same  
98 representative also clarified if the Energization fee for NORECO is included on the price  
99 bid. Dr. Rachel Picardal answered that it is included as shown in page #35 of the Bid  
100 Document.

101  
102 **IV. ADJOURNMENT**

103  
104 There having no other matters and concerns BAC Vice Chairperson Dr. Rachel Picardal  
105 moved to adjourn the meeting and was seconded by BAC Member Dr. Antonio B. Baguio,  
106 Jr.

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108 The meeting ended at 3:05 PM.  
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Prepared by:

  
**MA. IRENE CECILIA A. ELEMIA**  
BAC Secretariat Member

Attested by:

  
**KARLA P. ANTONIO**  
BAC Secretariat Chairperson

Noted:

  
**JOELYZA M. ARCILLA EdD**  
BAC Chairperson