



Minutes of the Pre-Bid Conference

FY 2018 Provision of Tools and Equipment for TVL Programs of TVL SHS

Date: November 26, 2018 (Monday), 10:00 AM

Venue: 2nd floor SDS Conference Room DepEd, Division of Negros Oriental, Dumaguete City

Prayer: Dr. Dan P. Alar

Roll Call: Ms. Dauzeen Luzmarie M. Mercado

Present: (See attached Attendance Sheet)

I. Preliminaries

The Chairperson of the Bids and Awards Committee, Dr. Fay C. Luarez, called the meeting into order.

II. Business Matters

1. Discussion on the importance of Pre Bid Conference

According to BAC Chairperson, Dr. Fay C. Luarez that in line with the circular on the issuance of the conduct of Pre-Bid Conference, the importance of conducting a pre bid conference is emphasized to ensure that disqualifications of bidders due to non-compliance of requirements are minimized. Also, this is a venue for discussions and clarifications between the BAC and the bidders regarding the project for bidding especially on the details thereof. The minutes of the pre bid conference shall also be posted in the DepEd Website not later than five (5) days thereafter.

2. Invitation to Bid for FY 2018 Provision of Tools and Equipment for TVL Programs of TVL SHS

➤ Reading of the ABC

The sum of Ten Million Nine Hundred Forty-Nine Thousand Two Hundred Twelve Pesos Only (Php 10,949,212.00) being the approved budget for the Contract ABC to payments under the contract for various schools in the Division of Negros Oriental. There are four lots in this project (see attachment for detailed description of the project).

It is reiterated that late bids shall not be accepted and bids received in excess of the ABC shall be rejected in the bid opening.

Interested bidders may purchase the Bidding Documents at the Department of Education, Division of Negros Oriental on November 26-29, 2018 at 8:00 AM to 5:00 PM.

The schedule for the opening of bids is on December 12, 2018 at 9:00 AM at the 3f/ Conference Room, Deped, Division Negros Oriental.



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SCHOOLS DIVISION OF NEGROS ORIENTAL
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3. Clarifications between BAC and Bidders

Ms. Marites S. Arpa, from Infinite Powertech asked what is the reckoning period of the 60 calendar days and can the bidder deliver around March 2019.

According to Vice Chairperson Dr. Rachel B. Picardal, the reckoning period of the 60 calendar days is the date of the issuance of the Notice of Award and Notice to Proceed. The awarding of the winner of the bid should be around December of this year after the conduct of post-qualification.

BAC TWG Member, Engineer Philip C. Tubog, clarified that after the opening of Bids, the BAC will still re-evaluate the documents submitted by the bidders and will go through the process of post qualification before it finally awards to the winning bidder. He also clarified that this project is still not part of the Annual Cash Based Budgeting, since this budget is still for CY 2018.

BAC Inspectorate Chairperson Rosela R. Abiera asked if where the equipment should be delivered.

According to Ms. Marites S. Arpa, a bidder from Infinite Powertech that it is usually stated in the SARO.

Most of the BAC members signified that it should first check the equipment before it is finally delivered.

According to BAC Chairperson Dr. Fay C. Luarez, the BAC should be notified that the equipment is already for delivery.

BAC Inspectorate Chairperson Rosela R. Abiera suggested that for equipment that needs technical inspection from the BAC TWG should still pass by the Division before final delivery.

Vice Chairperson Dr. Rachel B. Picardal however raised the point on area constraint since we do not have an area to place all the equipment.

Thus, the body agreed upon suggestion of BAC member Mrs. Alma Cora M. Catacutan that the winning bidder shall furnish the BAC the schedule of delivery of the equipment and tools, so that the end user, BAC and TWG can possibly hold a Pre-Delivery conference.

The BAC Chairperson Dr. Fay C. Luarez asked for any clarifications. There being none, the meeting was adjourned.

III. **Adjournment**

- The Pre-Bid Conference was adjourned at 10:45 am.

Prepared by:

for: [Signature]

HENRY L. BALAHAN

Head, BAC Secretariat

Supply Officer

Noted by:

[Signature]
DR. FAY C. LUAREZ

Chair, Bids and Awards Committee