
 <p>AUG. 12, 2021 SDO MEYCAUAYAN CITY Order Number: 3475</p>	<p>Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OF CITY OF MEYCAUAYAN City of Meycauayan</p>		<p>Document Code: SDO-CM-QF-SGOD-HRD-006 Revision: 00 Effectivity date: 8-17-18</p>
<p align="center">MINUTES OF THE MEETING</p>		<p>Name of Office: BAC</p>	

<p>I. TITLE OF THE ACTIVITY</p>	<p>PRE-BID CONFERENCE FOR THE CY 2021 BASIC EDUCATIONAL FACILITIES FUND (BEFF) REPAIR & REHABILITATION OF CLASSROOMS</p>
<p>II. DATE CONDUCTED</p>	<p>August 9, 2021 (Monday) @ 10:00 am</p>
<p>III. VENUE</p>	<p>Via Microsoft Teams Online Platform</p>
<p>IV. ATTENDANCE</p>	<p>BIDS & AWARDS COMMITTEE JERRY DIMLA CRUZ PhD, CESE QUERUBIN E. LOPEZ EdD RAMILO C. CRUZ PhD EDWARD C. JIMENEZ PhD VELSILITA R. NICOLAS JEREMIAS B. TRINIDAD MA. LOURDES N. FAJARDO</p> <p>TECHNICAL WORKING GROUP ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p>RECIPIENT SCHOOL HEADS THERESA B. SEVILLA- Malhacan IS GENARO V. RELENTE- Bancal IS RODELIO BLANCO- Tugatog ES</p> <p>BIDDER ERIBERTO QUIAMBAO- Cheriss Construction</p>
<p>V. DISCUSSION</p> <p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via Microsoft Teams online platform at around 10:00 am.</p> <p>The prayer was led by Dr. Edward C. Jimenez, Education Program Supervisor, BAC Member.</p> <p>Dr. Querubin E. Lopez, BAC Vice Chairman, acknowledged the presence of BAC Members, TWG, BAC Secretariats, Bidders and Recipient School Heads.</p> <p>The Chair stated the nature of the pre-bid conference wherein it is a forum where the Bids, Awards Committee (BAC), and prospective bidders meet to discuss all the aspects of the procurement at hand.</p> <p>Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify</p>	



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and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

Section 22.3 of the 2016 IRR of RA 9184 mandates that the pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.

It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.

The Chair emphasized the strict compliance to the time submission of bidding documents which is on August 23, 2021, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

The Chair then presented the three (3) projects for CY 2021 Basic Educational Facilities Fund (BEFF) Repair & Rehabilitation of Classrooms as well as the scheduled activities:

Project No. 2021-001-INFRA	ABC Php 1,627,673.53
Project No. 2021-002-INFRA	ABC Php 1,735,446.03
Project No. 2021-003-INFRA	ABC Php 1,039,502.43

TOTAL Php 4,402,621.99

Contract Duration 120 days
 Bid Docs Amount P 5,000.00/lot

Activity	Date & Time	Venue
Pre-Procurement Conference	July 23, 2021, 10:00 am	Via MS Teams
Ads/Post of IAEB	July 30- August 23, 2021	www.philgeps.net
Receipt of LOI	July 30- August 23, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	July 30- August 23, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	August 9, 2021, 10:00 AM	Via MS Teams
Submission and Opening of Bids	August 23, 2021	
	Submission- 9:00 am	
	Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	August 25, 2021	DepEd-SDO City of Meycauayan
Post Qualification	August 27, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	August 31, 2021	DepEd-SDO City of Meycauayan
Notice of Award	September 2, 2021	DepEd-SDO City of Meycauayan
Contract	September 6, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	September 8, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	January 14, 2022	

Engr. Marc Gerard Sarabia, discussed the Technical Specifications as well as the Program of Works of the projects, to wit:

Project No. 2021-001-INFRA

Lot No.	Project Title	Location	ABC (PhP)	Contract Duration



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1	REPAIR & REHABILITATION OF TWO (2)-STOREY, FOUR (4) CLASSROOM LGU SCHOOL BUILDING	TUGATOG ELEMENTARY SCHOOL Tugatog, City of Meycauayan	P1,627,673.53	120 calendar days
TOTAL			P1,627,673.53	

PROJECT NO. 2021-002-INFRA

Lot No.	Project Title	Location	ABC (PhP)	Contract Duration
2	REPAIR & REHABILITATION OF TWO (2)-STOREY, FOUR (4) CLASSROOM LGU SCHOOL BUILDING	BANCAL INTEGRATED SCHOOL Bancal, City of Meycauayan	P1,735,446.03	120 calendar days
TOTAL			P1,735,446.03	

PROJECT NO. 2021-003-INFRA

Lot No.	Project Title	Location	ABC (PhP)	Contract Duration
3	REPAIR & REHABILITATION OF TWO (2)-STOREY, TWO (2) CLASSROOM LGU SCHOOL BUILDING	MALHACAN INTEGRATED SCHOOL Malhacan, City of Meycauayan	P1,039,502.43	120 calendar days
TOTAL			P1,039,502.43	

PROGRAM OF WORKS
BILL OF MATERIALS
REPAIR 2021-002 - City of Meycauayan - 002

Project Title: REPAIR & REHABILITATION OF TWO (2)-STOREY, FOUR (4) CLASSROOM LGU SCHOOL BUILDING

Location: TUGATOG ELEMENTARY SCHOOL, Tugatog, City of Meycauayan

ITEM NO.	Description	Unit	Quantity	Unit Cost	Amount
1.000	CEMENT	kg	100	1.00	100.00
2.000	SAND	m ³	10	100.00	1,000.00
3.000	BRICKS	nos	100	10.00	1,000.00
4.000	ROOFING	m ²	10	100.00	1,000.00
5.000	PAINT	liters	10	100.00	1,000.00
6.000	LABOR	hrs	100	10.00	1,000.00
7.000	TRANSPORTATION	km	10	100.00	1,000.00
8.000	PERMITS	nos	1	100.00	100.00
9.000	INSURANCE	nos	1	100.00	100.00
10.000	CONTRACT ADMINISTRATION	nos	1	100.00	100.00
11.000	CONTINGENCY	nos	1	100.00	100.00
12.000	TOTAL				10,000.00

Prepared by: [Signature]
Checked by: [Signature]
Approved by: [Signature]

PROGRAM OF WORKS
BILL OF MATERIALS
REPAIR 2021-002 - City of Meycauayan - 002

Project Title: REPAIR & REHABILITATION OF TWO (2)-STOREY, FOUR (4) CLASSROOM LGU SCHOOL BUILDING

Location: BANCAL INTEGRATED SCHOOL, Bancal, City of Meycauayan

ITEM NO.	Description	Unit	Quantity	Unit Cost	Amount
1.000	CEMENT	kg	100	1.00	100.00
2.000	SAND	m ³	10	100.00	1,000.00
3.000	BRICKS	nos	100	10.00	1,000.00
4.000	ROOFING	m ²	10	100.00	1,000.00
5.000	PAINT	liters	10	100.00	1,000.00
6.000	LABOR	hrs	100	10.00	1,000.00
7.000	TRANSPORTATION	km	10	100.00	1,000.00
8.000	PERMITS	nos	1	100.00	100.00
9.000	INSURANCE	nos	1	100.00	100.00
10.000	CONTRACT ADMINISTRATION	nos	1	100.00	100.00
11.000	CONTINGENCY	nos	1	100.00	100.00
12.000	TOTAL				10,000.00

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Approved by: [Signature]

PROGRAM OF WORKS
BILL OF MATERIALS
REPAIR 2021-003 - City of Meycauayan - 003

Project Title: REPAIR & REHABILITATION OF TWO (2)-STOREY, TWO (2) CLASSROOM LGU SCHOOL BUILDING

Location: MALHACAN INTEGRATED SCHOOL, Malhacan, City of Meycauayan

ITEM NO.	Description	Unit	Quantity	Unit Cost	Amount
1.000	CEMENT	kg	100	1.00	100.00
2.000	SAND	m ³	10	100.00	1,000.00
3.000	BRICKS	nos	100	10.00	1,000.00
4.000	ROOFING	m ²	10	100.00	1,000.00
5.000	PAINT	liters	10	100.00	1,000.00
6.000	LABOR	hrs	100	10.00	1,000.00
7.000	TRANSPORTATION	km	10	100.00	1,000.00
8.000	PERMITS	nos	1	100.00	100.00
9.000	INSURANCE	nos	1	100.00	100.00
10.000	CONTRACT ADMINISTRATION	nos	1	100.00	100.00
11.000	CONTINGENCY	nos	1	100.00	100.00
12.000	TOTAL				10,000.00

Prepared by: [Signature]
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Approved by: [Signature]



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Checklist of Technical and Financial Documents for Infrastructure

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, supported by:
 - o Notice of Award; or
 - o Contract;
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules supported by:
 - o Notice of Award; and
 - o Contract; and
 - o Notice to Proceed; and
 - o Certificate of Acceptance issued by the Project Owner other than the Contractor; or CPES (Constructors Performance Evaluation System) Final Rating, which must be at least satisfactory; and
- (g) Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid; and
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
 - (i) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel
 - Site/Construction Supervisor/Architect/Project engineer
 - Materials Engineer
 - Skilled workers
 - Safety officerto be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and



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(j) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (n) Original of duly signed and accomplished Financial Bid Form; and Other documentary requirements under RA No. 9184
- (o) Original of duly signed Bid Prices in the Bill of Quantities; and
- (p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
- (q) Cash Flow by Quarter.

NUMBER OF COPIES OF THE TECHNICAL & FINANCIAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPES

- One (1) original copy
- Two (2) additional copies

The softcopy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation.

The Bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13.



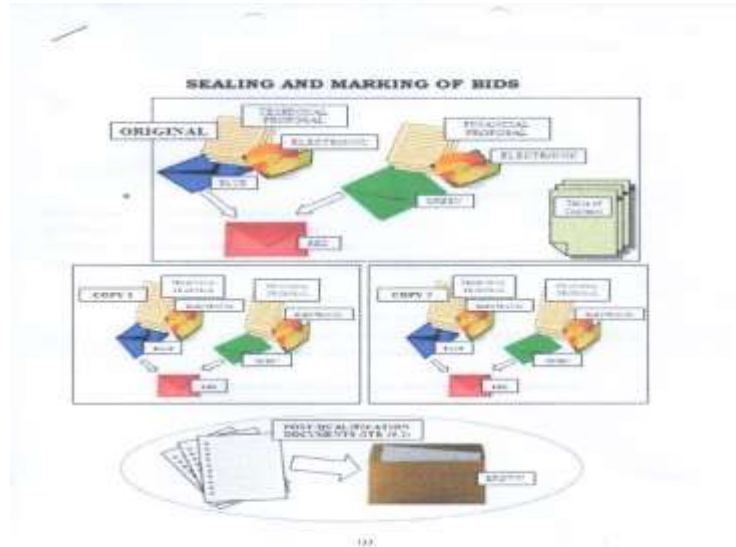
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In addition, the Bidder shall submit copies of the first and second envelopes.

In the event of any discrepancy between the original and the copies, the original shall prevail.

- Color Coding of envelopes and marking guidelines were presented using the following format:



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]
 [COMPANY'S OFFICE ADDRESS]
 PUBLIC BIDDING: [PROJECT TITLE]
 BIDDING FOR __[Lot no.]__: __[item description]__ (if applicable)

THE CHAIRPERSON
 BIDS AND AWARDS COMMITTEE
 DEPARTMENT OF EDUCATION CITY OF MEYCAUAYAN
 [VENUE OF BID OPENING]

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]

- The Chair reminded the bidders to enclose the three (3) red envelopes in brown envelope.
- Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or dash (-) for the said item would mean that it is being offered for free to the Government
- Due to quarantine restriction, a representative from Che-riss Construction asked as to the Schedule of Site Inspection. The Chair said that interested bidder/s who wished to conduct Site Inspection should send a letter via email to arrange the schedule of the School Head or any authorized representative to accommodate the contractor during the inspection.



Republic of the Philippines
 Department of Education
 Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
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- The BAC agreed to issue a Bid Bulletin for Checklist of Requirements and Omnibus Sworn Statement in accordance to GPPB Resolution No. 16-2020 and GPPB Circular No. 04-2020.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at exactly 10:50 am.

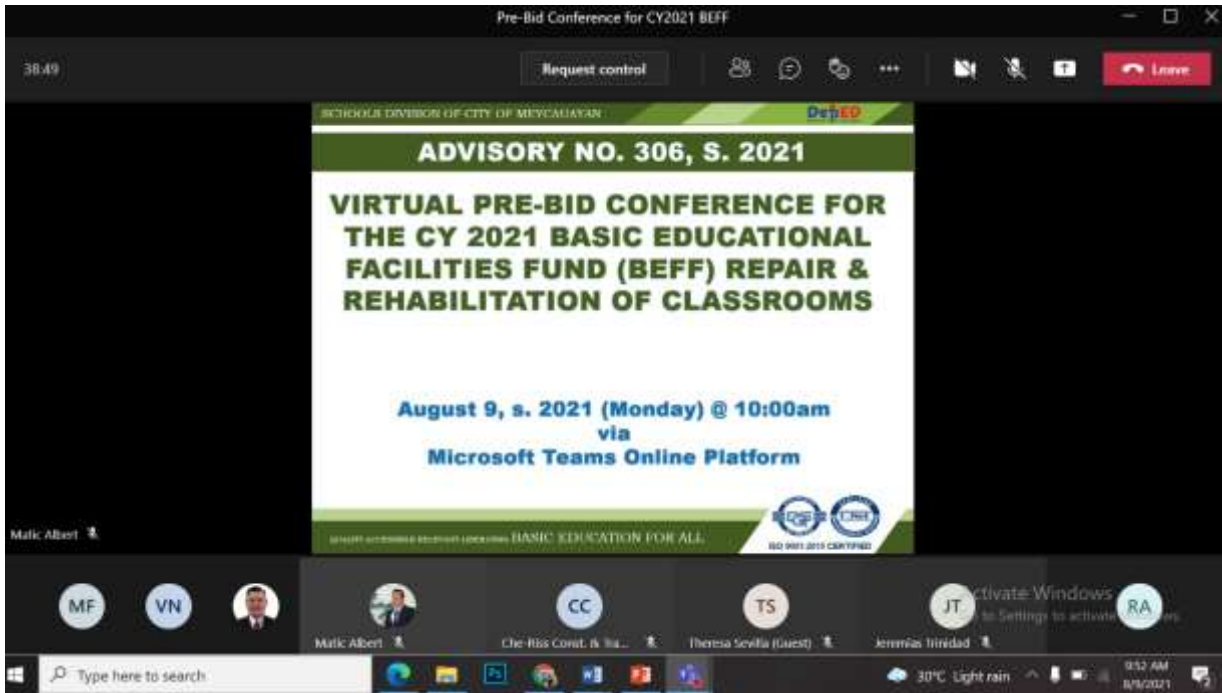
VI. PHOTO DOCUMENTATION	See attached
Prepared by:	 RIZA C. ARNOZA Member, BAC Secretariat
Checked and Verified:	<div style="text-align: right; color: gray;">Type text here</div>  JERRY DIMLA CRUZ, PhD, CESE Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent BAC Chairman
Noted:	<div style="text-align: right;">08/12/2021</div>  CAROLINA S. VIOLETA EdD Assistant Schools Division Superintendent Officer -In-Charge Office of the Schools Division Superintendent



PHOTOS OF THE ACTIVITY

PRE-BID CONFERENCE FOR THE CY 2021 BASIC EDUCATIONAL FACILITIES FUND (BEFF) REPAIR & REHABILITATION OF CLASSROOMS

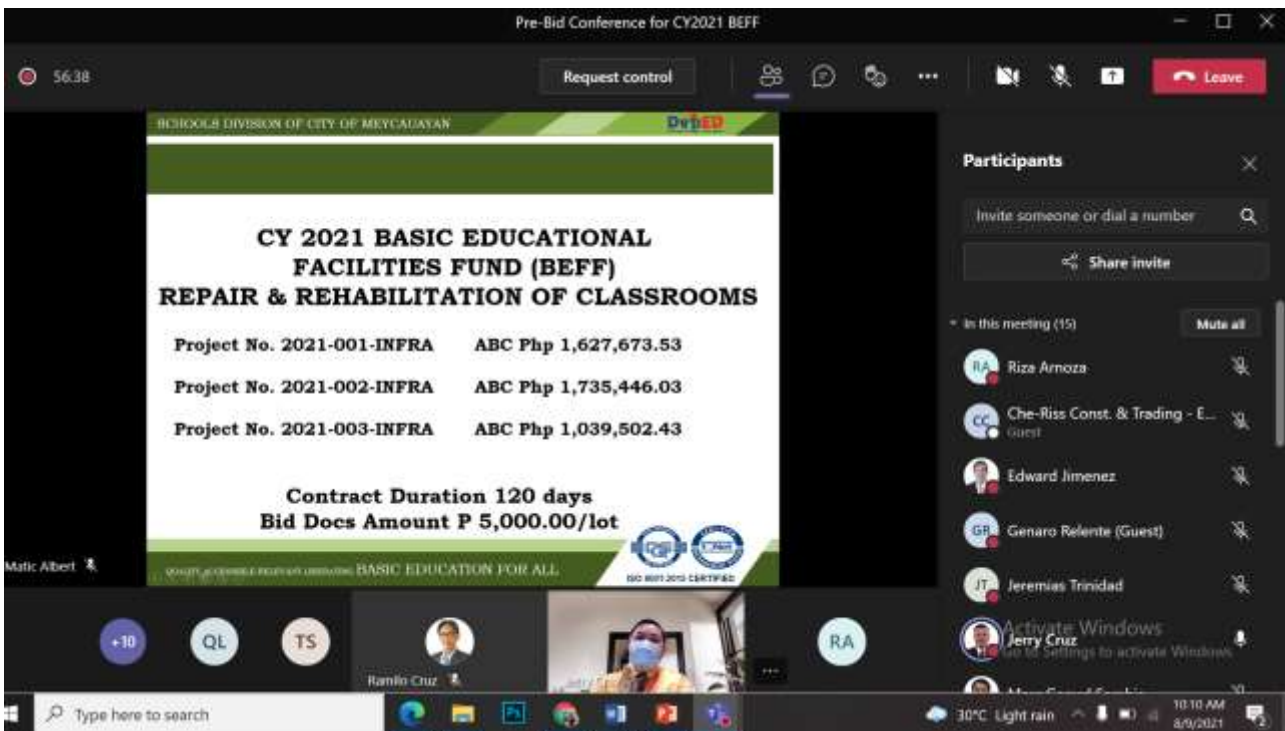
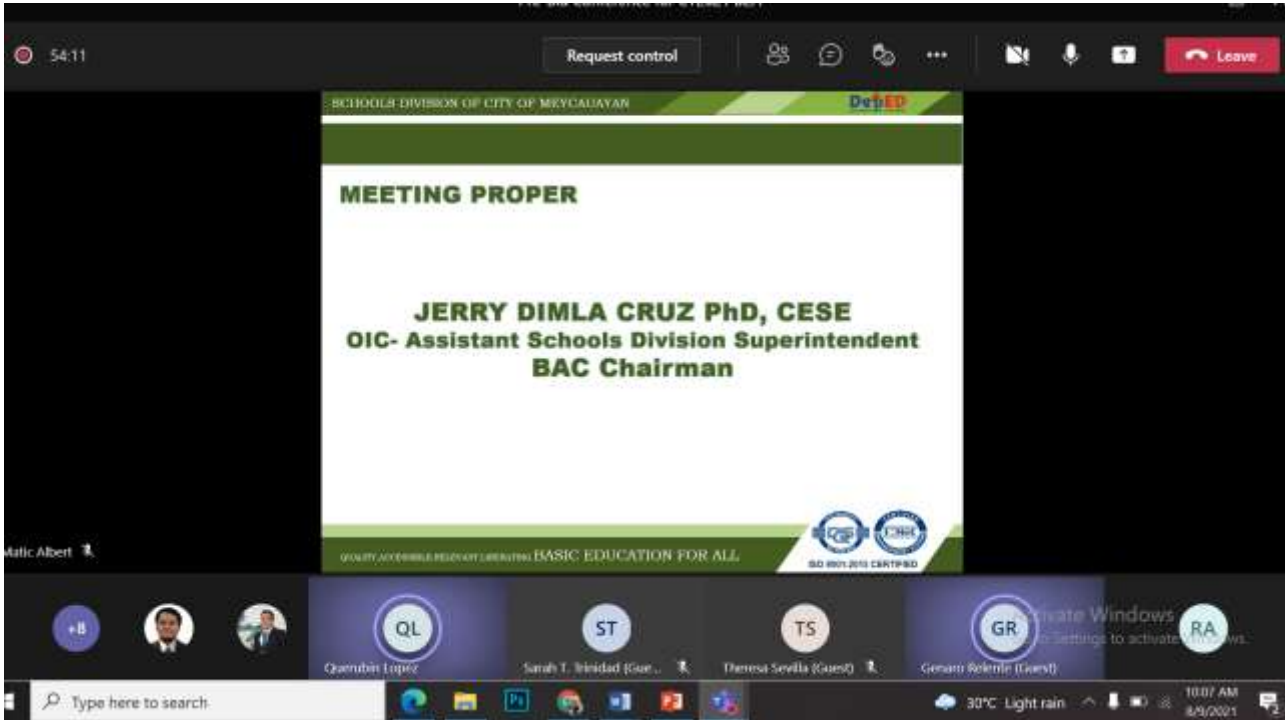
August 9, 2021 @ 10:00 am
 via
 Microsoft Teams Online Platform





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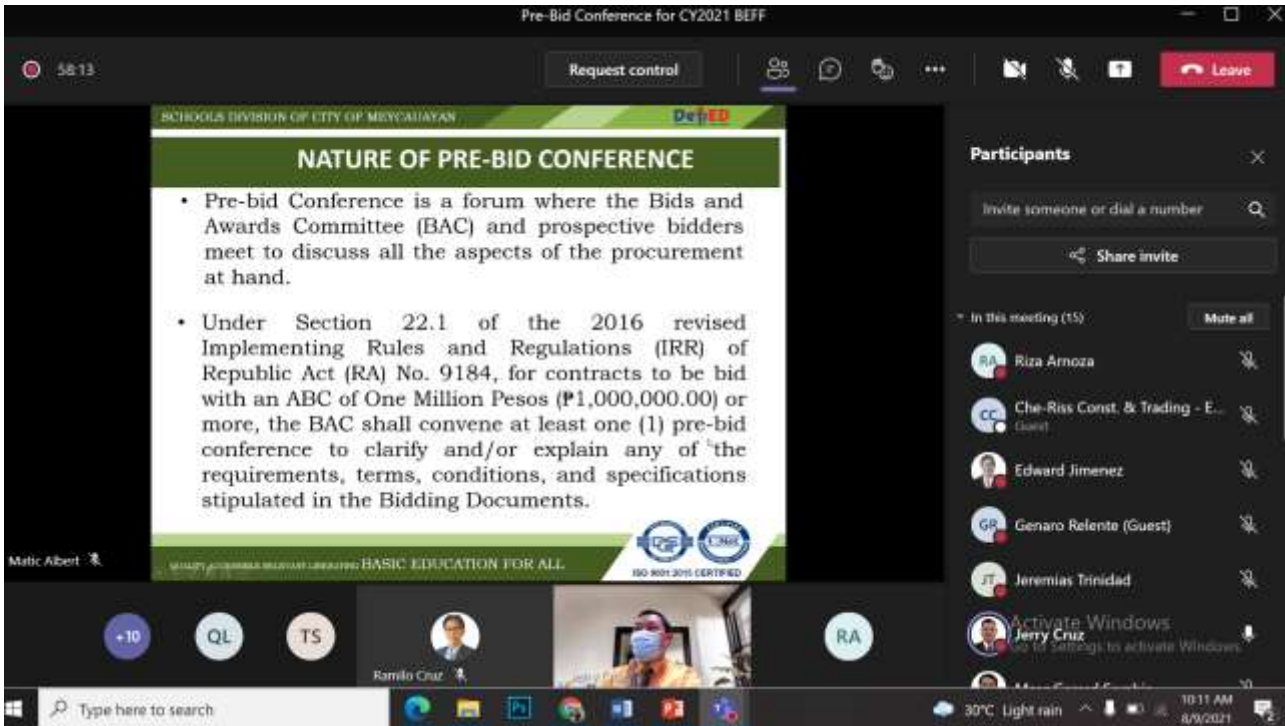
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Pre-Bid Conference for CY2021 BEFF

01:01:53

2021 BEFF BIDDING AND EVALUATION OF CLASSROOMS

RECIPIENT SCHOOLS

SCHOOL ID	SCHOOL NAME	TOTAL NO. OF CLASSROOMS TO SUBJECT FOR REPAIR	TOTAL PROJECT COST
024030	Taguing Elementary School	4	6,621,678.00
024033	Banera Integrated School	4	3,735,446.00
024037	Mallana Integrated School	3	1,095,902.00
TOTAL		11	11,452,926.00

Participants

- Riza Armoza
- Che-Riss Const. & Trading - E... Guest
- Edward Jimenez
- Genaro Relente (Guest)
- Jeremias Trinidad
- Activate Windows Jerry Cruz

Marc Gerard Sarabia

Jerry Cruz

Marc Gerard Sarabia

RA

Type here to search

30°C Light rain

10:15 AM 8/9/2021

Pre-Bid Conference for CY2021 BEFF

01:03:39

2021 BEFF BIDDING AND EVALUATION OF CLASSROOMS

Participants

- Riza Armoza
- Che-Riss Const. & Trading - E... Guest
- Edward Jimenez
- Genaro Relente (Guest)
- Jeremias Trinidad
- Activate Windows Jerry Cruz

Marc Gerard Sarabia

Marc Gerard Sarabia

Rambo Cruz

RA

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30°C Light rain

10:17 AM 8/9/2021



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