



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcso.gov.ph

Minutes of Pre- Bid Conference

Construction of a 2-Storey Negros Occidental Branch Office Building

Date: November 14, 2018 Time: 10:00 AM Place: BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
Atty. Marissa O. Medrano
Atty. John Derek N. Porciuncula
DM Jose Bernardo Gochoco, Jr.
DM Alegria Asuit

Provisional Member

Engr. Maximino Balayo, Jr.- Tech. Expert

Permanent TWG:

Ms. Ana Liza Manlapaz

Technical Working Group

Engr. Ivan Paul Tolentino - Head
Engr. Ma. Rosario Maravilla
Dr. Orlando Malaca
Mr. Arnold Oiga
Engr. Dennis Cruz

Secretariat

Ms. Marileth S. Rodriguez
Mr. Roderick A. Ydel
Ms. Jennie R. Nabong
Ms. Ava Catherine T. Ordillano
Ms. Jennifer A. Ilao

Support Group:

Ms. Erika Laine Ong
Ms. Joana Marie Perez
Ms. Daisy Barrios

Observer:

Mr. Albert Bensali - IAS

Others:

Ms. Rosamae Morales – RJL Construction
Ms. Ivy Grace Carriedo – Kwikbuilt Development Corp.
Engr. J. Bontilao – JY Bontilao Construction

Absent:

Mr. Francis Albert Enriquez
Ms. Marifi Baladad
Arch. Owen Tolentino
Mr. Narciso Maniquis
Mr. Federico Damole
Atty. Salvador Justino Occiano
Engr. Mark Vergabera

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Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	<p>Pre-Bid Conference for the Construction of a 2 - Storey Negros Occidental Branch Office Building</p> <p>ABC: Php 9,093,755.17</p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from the Internal Audit Services and the representatives of prospective bidders.</p> <p>He also inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the Notices were presented to the Committee.</p> <p>The Chairperson emphasized that the purpose of the Pre-Bid Conference is to discuss and clarify the bidding requirements for the procurement particularly the Eligibility, Technical and Financial Components and to allow the prospective bidders to ask clarificatory questions.</p> <p>The Head of the Secretariat and Ms. Jennie R. Nabong explained to the prospective bidders the pertinent</p>			10:00	11:55

29/11/20

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					Time Start	Time End
		<p>information of the procurement as contained in the bidding documents such as the following:</p> <ol style="list-style-type: none"> 1. ABC of the Procurement in the amount of Php 9,093,755.17; 2. Technical Specifications of the procurement; and, 3. Demonstration of sealing and marking of envelopes. <p>Ms. Joana Marie Perez demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Ms. Erika Laine Ong and Ms. Joana Marie Perez conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the key was enclosed in an envelope duly signed and sealed by the Committee along with the IAS Representative, Mr. Albert Bensali.</p>				

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2	Other matters raised by the end- user and the TWG.	<p>Atty. Porciuncula reminded the prospective bidders on item D. Existing Conditions at Jobsite, nos. 1 and 2 Section VI- Specifications.</p> <p>Engr. Ivan Paul Tolentino also raised the omission of the phrase "Bill of Quantities" on paragraph C. Working Drawings item No. 2 which should read as</p> <p>"2. In case of discrepancy between the approved plans and the general notes and specifications, the plan and <u>bill of quantities</u> shall prevail".</p> <p>At the end of the Pre-Bid Conference, the prospective bidders were given forms for their queries/questions and clarifications.</p> <p>Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p>	<p>Prospective Bidders were informed that a conduct of Job site inspection is required.</p> <p>The Technical Working Group was instructed to make necessary corrections and submit the report not later than November 16, 2018</p> <p>The Committee will accept written queries until November 20, 2018.</p> <p>A Supplemental Bid Bulletin shall be issued by the Committee if necessary .</p>			

Pre-Bid Conference for the project was adjourned at 11:15 am.

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Prepared by:



DAISY G. BARRIOS

Attested by:

MARILETH S. RODRIGUEZ

Head, BAC Secretariat

Approved:



LAURO A. PATIAG
Chairperson

MARISSA O. MEDRANO
Vice-Chairperson



ALEGRIA A. ASUIT
Member

JOHN DEREK N. PORCIUNCULA
Member



JOSE BERNARDO GOCHOCO, JR.
Member

FEDERICO DAMOLE
Provisional Member



MAXIMINO BALAYO, JR.
Provisional Member