



Republic of the Philippines  
Department of Education



**PROCUREMENT MANAGEMENT SERVICE**

OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762

Rm. M-511, 5<sup>th</sup> Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, Philippines  
Telefax: 633-93-43 ☎ 633-65-43 / email: depedcentral.bacsecretariat@deped.gov.ph

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**Bids and Awards Committee V**

**Minutes of Pre-Bid Conference ✓**

Project No. : **2019-06-AdmS2(011)-BV-CB-004**  
Project : **Supply, Delivery and Installation of Additional Air Conditioning Units for DepEd Central Office ✓**  
ABC : **PhP 4,972,415.20**  
End-User : **Administrative Service – Asset Management Division**  
Date & Time : **July 08, 2019; 1:00 P.M. ✓**  
Venue : **BCD Conference Room, Third Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City**

**Present:**

Bids and Awards Committee (BAC) V : : Asec. Ramon Fiel G. Abcede, Chairperson; Asec. Alma Ruby C. Torio, Vice-Chairperson; and Dir. Milagros T. Talinio, Provisional Member

Procurement Management Service: Ms. Marilou A. Caagbay, Administrative Officer II; Ms. Phoebe Ann R. Wagan, Technical Assistant II; and Mr. John Raymar C. Cheng, Technical Assistant I

Technical Working Group: Mr. Joseph Mark F. Calilung (AS-General Services Division)

Observer(s): Mr. Jericho Bilaran (PAS-Publications Division)

Prospective Bidder(s): Mr. Jersson Quimno and Mr. Elmer Balderas, Innovalite Inc and Ms. Shiela Nina Saballero, Golden 3T Construction Corp.

**I. CALL TO ORDER**

Asec. Ramon Fiel G. Abcede, BAC V Chairperson, presided and called the pre-bid conference to order at 1:49 P.M. The BAC Secretariat documented the minutes of meeting.

58 II. CERTIFICATION OF QUORUM

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60 The BAC V Chairperson certified that the quorum of the BAC was present to  
61 transact business. He acknowledged the presence of the BAC members, BAC  
62 Secretariat, Technical Working Group, observer and prospective bidders.  
63

64 III. HIGHLIGHTS OF DISCUSSION

65  
66 The BAC V Chairperson welcomed everyone to the pre-bid conference.  
67

68 The BAC V Chairperson gave a brief description of the project and asked the  
69 prospective bidders to introduce themselves and the company they  
70 represent. Moreover, the BAC V Chairperson announced that the floor was  
71 open to queries, information, proposals or other concerns coming from the  
72 prospective bidders or suppliers on the assumption that the prospective  
73 bidders have downloaded bidding documents from the PhilGEPS, requested  
74 from the BAC Secretariat for copies of the same, or bought copies of the  
75 same. The floor was open to all and the BAC Secretariat moderated the  
76 discussion.  
77

78 The BAC Secretariat proceeded with the presentation of the project  
79 information and focused on the salient features of the Bidding Documents  
80 and opened the floor for queries after each provision as follows:  
81

<i>Instructions to Bidders / Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
ITB Clause 5.4	Does a construction of a whole building which includes supply and delivery and installation of air conditioning units considered a similar contract?	Yes, as long as the bidder will provide a scope/program of works, and provided that the total cost of the supply, delivery and installation of the air conditioning units is sufficient.	N

82  
83 The BAC V Chairperson announced that having exhausted the bidders'  
84 queries and issues, the prospective bidders may write a clarification which  
85 may be sent via BAC Secretariat e-mail address on or before July 19, 2019,  
86 5:00 P.M. Furthermore, the BAC V Chairperson stated that the BAC will  
87 issue a Bid Bulletin if necessary on or before July 22, 2019.  
88

89 Having no other matters to discuss, the pre-bid conference was adjourned at  
90 2:25 P.M.  
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99 Prepared by:  
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101  
102 **PHOEBE ANN R. WAGAN**  
103 Technical Assistant II  
104 BAC Secretariat Division  
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107  
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Reviewed by:  
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110  
111  
112 **MARILOU A. CAAGBAY**  
113 Administrative Officer II  
114 BAC Secretariat Division  
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119 Concurred by:  
120 **BIDS AND AWARDS COMMITTEE V**  
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125  
126 **RAMON FIEL G. ABCEDE**  
127 **DIRECTOR IV, OIC, Office of the Assistant Secretary for Finance-**  
128 **Director IV and Chairperson**  
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134 **ALMA RUBY C. TORIO**  
135 **OIC, Office of the Assistant Secretary for Curriculum and Instruction,**  
136 **Director IV and Vice-Chairperson**  
137  
138

139  
140  
141  
142 **MILAGROS T. TALINIO**  
143 **Director IV and Provisional Member**

### Minutes of Pre-Bid Conference

134 Project No. : **2019-06-Adms2(011)-BV-CB-004**  
135 Project : **Supply, Delivery and Installation of Additional Air**  
136 **Conditioning Units for DepEd Central Office**  
137  
138 ABC : **PhP 4,972,415.20**  
139 End-User : **Administrative Service – Asset Management Division**  
140  
141 Date & Time : **July 08, 2019; 1:00 P.M.**  
142 Venue : **BCD Conference Room, Third Floor, Bonifacio Bldg.,**  
143 **DepEd Complex, Meralco Ave., Pasig City**



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 KAGAWARAN NG EDUKASYON  
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**Bids and Awards Committee V**

**ATTENDANCE SHEET FOR BIDDERS**

◇ Pre-Procurement

◆ Pre-Bid Conference

◇ Bid Opening

◇ Other BAC Meeting

Project(s) : Supply, Delivery and Installation of Additional Air Conditioning Units for DepEd Central Office

Date : July 8, 2019 Time: 1:00 PM

Venue : BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex,  
Meralco Avenue, Pasig City

**PLEASE PRINT LEGIBLY.**

No.	FULL Name of Company	Name of Representative	Contact No.	Signature	Bidder has purchased BDs	Date & Time of Submission of Bids (for BO only)
1	INNOVALITE INC.	JERSSON QUIMINO	642-4739			
2	GOLDEN BT CONST. CORP.	SHEILA NINA SABALLERO	09054306035			
3	Innovalite Inc	Elmer Baldemor	6424739			
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**Bids and Awards Committee V**

**ATTENDANCE SHEET**

◆ Pre-Procurement Conference ◆ Bid Opening ◆ Other BAC Meeting: \_\_\_\_\_


Project(s) : **Supply, Delivery and Installation of Additional Air Conditioning Units for DepEd Central Office**

Date : **July 8, 2019** Time **1:00 P.M.**

Venue : **BCD Conference Room, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City**

I. BAC Officials		BAC Secretariat Division	
Name / Position	Signature	Name / Position	Signature
Chairperson		Paula Janine L. Manuel, TA II	
<b>Asec. Ramon Fiel G. Abecede</b> Finance-BPM		Phoebe Ann R. Wagan, TA II	
Vice-Chairperson		John Raymar C. Cheng, TA I	
<b>Asec. Alma Ruby C. Torio</b> Curriculum and Instruction		Andrew M. Felipe, AS II	
Regular Member		Reynark B. Nagallo, AS II	
<b>Dir. Samuel R. Soliven</b> Bureau of Curriculum Development		Lee Jeffrey Roedell C. Oliva, AS II	
Provisional Members		Marianes M. Parcon, AS II	
<b>Dir. Milagros T. Talinio</b> Project Management Service		Homer A. Silva, AS II	
<b>Dir. Edel B. Carag</b> BLR-Manila		Danilo P. Catague, Driver II	
<b>Dir. Jennifer E. Lopez</b> BHIROD		Adrian Paul D. Esplana, Messenger	
<b>II. Office of the Asst. Sec. for Procurement and Administration</b>		Melvin R. Parreño, Messenger	
<b>Atty. Salvador C. Malana III,</b> Assistant Secretary			
<b>III. Procurement Management Service</b>			
<b>Joel S. Ere stain, Director IV</b>			



Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)	MARK JOSEPH J. CALUONG	AS-ESD			
V. End-User Representative(s)					
VI. Observer(s)	JERICO BILARAN	PAR-PD	