



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee I

Minutes of Pre-Bid Conference

Project No. : **2019-08-Adms4(034)-BI-CB-010**
Project : **Hiring of Consulting Firms on the Revision of
Standard Building Design and Detailed Engineering
Drawings**

ABC : **PhP 40,000,000.00**
End-User : **Education Facilities Division**

Date & Time : **December 4, 2019; 9:00 A.M.**
Venue : **Education Facilities Division Conference Room, 5th
Floor Mabini Building, DepEd Complex, Meralco
Avenue, Pasig City**

Present:

Bids and Awards Committee (BAC): Usec. Alain Del B. Pascua, BAC Chairperson;
Dir. Rizalino Jose T. Rosales, Regular Member; and Supt. Diosdado S. Medina,
Provisional Member

Procurement Management Service: Ms. Christa O. Nicolas, STA II; Mr. Homer Silva,
AS II, Mr. Rally M. Jandoc, AS I; and Mr. Arben A. Gomez, Messenger (BAC
Secretariat Division)

Technical Working Group (TWG): Mr. Aldrin C. Tagao and Mr. Jet R.G. Alabaso,
(EFD)

Observer(s): Mr. Reynaldo B. Famorcan and Mr. Leonardo Bautista, (COA)

Prospective Bidder(s): 1.) Mr. Tito M.S. Encinas and Mr. Ed S. Seco (Mohri & P.A.
Associates, Inc.); 2.) Ms. Vien Dela Rosa and Ms. Meriam Bertumen (Enrique O.
Olonan & Associates)

I. CALL TO ORDER

Usec. Alain Del B. Pascua, BAC I Chairperson, presided and called the pre-
bid conference to order at 9:00 A.M. The BAC Secretariat documented the
minutes of meeting.



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II. CERTIFICATION OF QUORUM

The BAC I Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC Secretariat, Technical Working Group (TWG), observers, and prospective bidders.

III. HIGHLIGHTS OF DISCUSSION

The BAC I Chairperson welcomed everyone to the pre-bid conference.

Dir. Rizalino Jose T. Rosales, Regular Member, gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. Moreover, the BAC I Chairperson announced that the floor was open to queries, information, proposals or other concerns coming from the shortlisted bidders on the assumption that the shortlisted bidders have downloaded bidding documents from the PhilGEPS, requested from the BAC Secretariat for copies of the same, or bought copies of the same. The floor was open to all and the BAC Secretariat moderated the discussion.

Ms. Christa O. Nicolas, BAC Secretariat, proceeded with the presentation of the project information and focused on the salient features of the Bidding Documents and opened the floor for queries after each provision as follows:

<i>Annexes</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Annex C	From Mohri & P.A. Associates, Inc.: Clarification regarding the requirements of consulting firms which states atleast 8 storey buildings but for individual classification of consultants, states atleast 15 storey.	As stated in the Bid Bulletin No. 4, the minimum qualification for Consulting Firm is 8 Storey experience but the minimum qualification for the individual Engineers is 15 storey experience.	N
Annex C	From Mohri & P.A. Associates, Inc.: Clarification regarding the requirements of facilities, it did not mention any administration office, toilets, faculty, etc.	It is within the prerogative of the bidders to make the designs based on the stated minimum requirements in the bidding documents including the other scope of works.	N



Other Matters			
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
	From Enrique O. Olanan & Associates: Regarding the proposed solution approach and methodology, do we need to provide different schematic designs or one schematic approach only?	It is better if the schematic design is submitted during the opening of technical documents.	N
	From Enrique O. Olanan & Associates: is there any required paper format like A3, etc. or it depends on us?	No required format, but should be readable.	N
	From Mohri & P.A. Associates, Inc.: Is it only 1 schematic designs for all 8 Structures or 1 schematic designs for every structure?	One schematic design that is applicable for all structures shall suffice.	N

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The BAC I Chairperson announced that having exhausted most of the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before December 5, 2019, 12:00 P.M. Furthermore, the BAC I Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before December 6, 2019.

Having no other matters to discuss, the pre-bid conference was adjourned at 10:05 A.M.

Prepared by:


RALLY M. JANDOC
AS I
BAC Secretariat Division

Reviewed by:


CHRISTA O. NICOLAS
STA II
BAC Secretariat Division

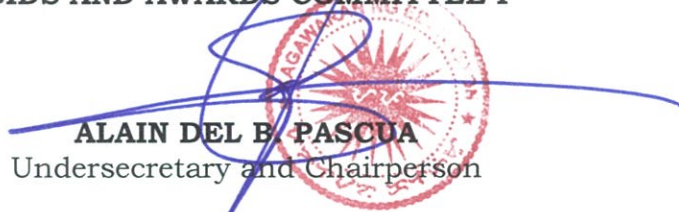


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ABC : **PhP 40,000,000.00**
End-User : **Education Facilities Division**
Date & Time : **December 4, 2019; 9:00 A.M.**
Venue : **Education Facilities Division Conference Room, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City**

Concurred by:
BIDS AND AWARDS COMMITTEE I


ALAIN DEL B. PASCUA
Undersecretary and Chairperson

RIZALINO JOSE T. ROSALES
Director IV and Regular Member


DIOSDADO S. MEDINA
Provisional Member

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
chnical Working Group (TWG)					
KW C. TITGAD		HTD / DEPERA			
TRG ALABASO		HTD / DEPERA			
-User Representative(s)					
server(s)					
Gualdo B. Famoscan		COA			
O A. BANTISTA		COA			



PROCUREMENT MANAGEMENT SERVICE

Room 511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines

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Bids and Awards Committee ◆ I

ATTENDANCE SHEET FOR BIDDERS

◇ Pre-Procurement

◆ Pre-Bid Conference

◇ Bid Opening

◇ Other BAC Meeting

Project(s) : Hiring of Consulting Firms on Revision of Standard Building Design and Detailed Engineering Drawings

Date : December 4, 2019

Time: 9:00 AM

Venue : EFD Conference Room, 5th Floor, Mabini Building, DepED Complex, Meralco Avenue. Pasig City

PLEASE PRINT LEGIBLY

No.	FULL Name of Company	Name of Representative	Contact No.	Signature	Bidder has purchased Bids	Date & Time of Submission of Bids (for BO only)
1	Mohri & F.A. Asso.	Tito M. S. Encina	0922992414			
2	MOHRI	ED S. SECO	09176225716			
3	ENTIQUE O. OLIVAN & ASSOCIATES	VIVEN DELA ROSA	09271510369			
4	Entique O. Olivan & Assoc	Meriam Bertumen	8207006			
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