



Republic of the Philippines
LEYTE NORMAL UNIVERSITY
Tacloban City



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**MINUTES OF THE PRE-BID CONFERENCE FOR THE COMPLETION OF OLD
DORMITORY CONVERSION TO CLASSROOMS HELD AT THE LNU HOUSE
CONFERENCE ROOM AND THROUGH GOOGLE MEET TELECONFERENCE**

JANUARY 12, 2021 (TUESDAY), 10:00 AM

PRESENT:

MS. JOSISA C. CONCHADA CAO- Finance Attended through Google Meet	Chairperson
DR. EVELYN B. AGUIRRE VPAF	Vice-Chairman
DR. REYNALDO B. GARNACE CAO – Administration Attended through Google Meet	BAC Member
MRS. JO DANIELLE BAJARIAS Planning Officer Attended through Google Meet	BAC Member
ATTY. ALMA SONIA SANCHEZ-DANDAY Faculty, Professional Education Attended through Google Meet	BAC Member
MR. ORESTE ORTEGA, JR. Faculty, Math Unit	BAC Member
ENGR. VENERANDO PALEJARO Electrical Engineer	TWG Infrastructure
ENGR. CARLITO ELLAZAR Project Control Engineer	TWG Infrastructure
DR. GENEROSO N. MAZO Unit Head, Social Science Unit	TWG Infrastructure
ENGR. JAYSON PASCUA Project Control Engineer	TWG Infrastructure

1
2 **ENGR. RHANIE W. MAGHACOT**

3 Project Control Engineer

4
5 Attended through Google Meet

6 **AUBREY GAILE C. CAÑETE**

7 BAC Secretary

8
9 **LEONIZZA DIMATANGAL**

10 BAC Secretary

11
12 Attended through Google Meet

13 **LEAH K. DE PAZ**

14 BAC Secretary

15
16
17 **1.0. CALL TO ORDER**

18
19 The meeting was called to order at 10:48 AM

20
21 **2.0. ROLL CALL AND DETERMINATION OF QUORUM**

22
23 A quorum was reported with all members present. No observers were present in
24 the conference but notice of meeting is sent to them.

25
26 **3.0. NEW BUSINESS**

- 27
28 1. PRE-BID CONFERENCE ON THE COMPLETION OF OLD DORMITORY
29 CONVERSION TO CLASSROOMS WITH AN APPROVED BUDGET OF
30 CONTRACT IN THE AMOUNT OF SEVENTY-NINE MILLION TWO HUNDRED
31 NINETY-SEVEN THOUSAND SEVEN PESOS AND NINETY-EIGHT
32 CENTAVOS (Php 79, 297, 007. 98)

33
34 The BAC Chair acknowledged the present prospective bidders.

35
36 The BAC Chair discussed the legal basis and the tasks to be accomplished
37 under the pre-bid stage. The BAC Chair explained Republic Act 9184
38 Article VII, Section 22 and its specific components.

39
40 The following prospective bidders were present:

- 41
42 ➤ Alquin Pazon Mighty A's Construction
43 ➤ Maricris Mamato Verlontar Infrastructure
44 ➤ Reynaldo Mayda ECDC
45 ➤ Ronel Buñao Maga Construction Supply
46 ➤ Reuben Aldaya PGB
47 ➤ Ma. Beth Arpon CFV ARAR Contractors

48
49 The BAC chair presented the following general details of the project:

50 **Project Name:** Completion of Old Dormitory Conversion to Classrooms

1 ABC: P hp 80, 090, 000.00 (EPA)
2 Contract Duration: 270 Calendar Days
3

4 Everyone was reminded that requests for clarification(s) on any part of the
5 Bidding Documents or for an interpretation must be in writing and
6 submitted to the LNU BAC at least ten (10) calendar days before the
7 deadline set for the submission and receipt of bids.

8
9 For purposes of clarifying or modifying any provision of the Bidding
10 Documents, Supplemental Bid Bulletin (SBB) may be issued at least seven
11 (7) calendar days before the deadline for the submission and receipt of
12 bids. Any modification to the Bidding Documents shall be identified as an
13 amendment and any changes made in the conference without the
14 issuance of the SBB will not take effect.

15
16 The BAC Chair also shared to the members RA 9184 Section 22.3 which
17 states that:

18 *22.3. The pre-bid conference shall discuss, clarify and explain,*
19 *among other things, the eligibility requirements and the technical*
20 *and financial components of the contract to be bid including*
21 *questions and clarifications raised by the prospective bidders before*
22 *and during the Pre-Bid Conference.*

23
24 The BAC Chair asked the Technical Working Group members (TWG) to
25 present the details of the project. The Project Control Engineer (PCE),
26 Engr. Rhanie Maghacot, presented the project details.

27
28 It was also discussed that the project is an Early Procurement Activity
29 (EPA), with the approval for the GAA; the project will follow the
30 procurement process. The project details were reiterated such as the area
31 of the university where the project will be done. Dr. Garnace, described of
32 the area as to where, specifically, the building will be situated.

33 After the presentation, the BAC Chair asked the members and the
34 prospective bidders if there are questions about the project presentation.

35 One of the prospective bidders asked if it is okay to use a different kind of
36 crane from the ones specified in the bidding document. The PCE replied
37 that the kind of crane required in the bidding document should be used.

38 When asked about the minimum requirement for the mechanical crane,
39 the PCE said that so long as it is higher than the indicate specs, then it is
40 considered (higher than the minimum).

41 Everyone was reminded that all that were discussed and changes that
42 were mentioned will not take effect or be true to application unless a
43 supplemental bid bulletin is issues.

44 The BAC Chair further reiterated RA 9184 Section 32.1 emphasizing on
45 the prohibition of the communication to the bidders (no contact rule).
46 Specifically, this section states that:

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32.1 Members of the BAC, its staff and personnel, Secretariat and TWG, as well as Observers, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing.

The BAC Chair once again reminded everyone of the important dates for the project such as the bid opening, deadline of bid submission, and post-qualification.

The BAC Chair asked the prospective bidders for questions or clarifications. There having none, a motion was raised and was duly seconded to adjourn the meeting.

The prospective bidders were reminded that all minimum requirements in the bid data sheet shall all be complied with.

A cite inspection followed facilitated by Engr. Rhanie Maghacot.

5.0 ADJOURNMENT

There having been no more matters up for discussion, the meeting was adjourned at 12:01 PM.

CERTIFIED TRUE AND CORRECT:


AUBREY GAILÉ C. CAÑETE
BAC Secretary

ATTESTED:


MS. JOSISA C. CONCHADA
BAC - Chair