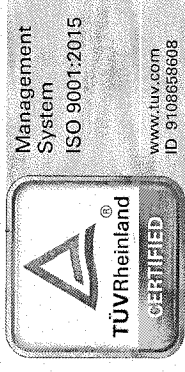




Republic of the Philippines
LEYTE NORMAL UNIVERSITY
Tacloban City



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2 **MINUTES OF THE PRE-BID CONFERENCE FOR THE COMPLETION OF HOSPITALITY AND**
3 **ENTREPRENEURSHIP LABORATORY BUILDING HELD AT THE LNU HOUSE CONFERENCE ROOM**
4 **AND THROUGH GOOGLE MEET TELECONFERENCE**

5

6 **JANUARY 12, 2021 (TUESDAY), 12:00 PM**

7

8 **PRESENT:**

9

10 **MS. JOSISA C. CONCHADA**
11 CAO- Finance

Chairperson

12

13 Attended through Google Meet

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14 **DR. EVELYN B. AGUIRRE**

Vice-Chairman

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15 VPAF

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17 **DR. REYNALDO B. GARNACE**

BAC Member

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18 CAO – Administration

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20 Attended through Google Meet

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21 **MRS. JO DANIELLE BAJARIAS**

BAC Member

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22 Planning Officer

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24 Attended through Google Meet

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25 **ATTY. ALMA SONIA SANCHEZ-DANDAY**

BAC Member

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26 Faculty, Professional Education

27

28 Attended through Google Meet

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29 **MR. ORESTE ORTEGA, JR.**

BAC Member

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30 Faculty, Math Unit

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32 Attended through Google Meet

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33 **ENGR. VENERANDO PALEJARO**

TWG Infrastructure

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34 Electrical Engineer

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36 Attended through Google Meet

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37 **ENGR. CARLITO ELLAZAR**

TWG Infrastructure

38

38 Project Control Engineer

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40 Attended through Google Meet

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41 **DR. GENEROSO N. MAZO**

TWG Infrastructure

1 Unit Head, Social Science Unit

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3 **ENGR. JAYSON PASCUA**

4 Project Control Engineer

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6 **ENGR. RHANIE W. MAGHACOT**

7 Project Control Engineer

8
9 Attended through Google Meet

10 **AUBREY GAILE C. CAÑETE**

11 BAC Secretary

12
13 **LEONIZZA DIMATANGAL**

14 BAC Secretary

15
16 Attended through Google Meet

17 **LEAH K. DE PAZ**

18 BAC Secretary

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21 **1.0. CALL TO ORDER**

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23 The meeting was called to order at 12:30 PM

24
25 **2.0. ROLL CALL AND DETERMINATION OF QUORUM**

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

29
30 **3.0. NEW BUSINESS**

- 31
32 1. PRE-BID CONFERENCE ON THE COMPLETION OF HOSPITALITY AND
33 ENTREPREURSHIP LABORATORY BUILDING WITH AN APPROVED BUDGET OF
34 CONTRACT IN THE AMOUNT OF SIXTY MILLION SIX HUNDRED TWENTY-NINE
35 THOUSAND EIGHT HUNDRED FORTY-EIGHT PESOS AND EIGHTY - THREE
36 CENTAVOS (Php 60, 629, 848.83)

37
38 The BAC Chair acknowledged the present prospective bidders.

39
40 The BAC Chair discussed the legal basis and the tasks to be accomplished under
41 the pre-bid stage. The BAC Chair explained Republic Act 9184 Article VII, Section
42 22 and its specific components.

43
44 The following prospective bidders were present:

- Roxanne Arpon AVC
- Maricris Mamato VERZONTAL INFRA. INC.
- Rey Negradas ZTATIK
- Philippe Nbreja ECDC
- Reuben Aladaya PG
- Ronel Buñao Mega Construction
- Ma. Beth Arpon CFV ARAR

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

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

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

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

22.3. 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.

The BAC Chair emphasized the provision below:

Pre-bid conference may be conducted in person or face-to-face through videoconferencing, webcasting, or similar technology, or a combination thereof. Procuring Entities with videoconferencing capabilities that have manufacturers, suppliers, distributors, contractors and/or consultants that also have videoconferencing capabilities may conduct their pre-bidding conferences electronically. 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 prospective bidders were given the instruction about the payment process and other necessary details in purchasing the bidding documents.

Dr. Garnace, a BAC member, discussed the important and specific points and requirements as asked from the bid document. Instructions as to how the bidders will go about in case they would pursue to bid for the project is also given. He also enumerated the legal and financial documents necessary for the bidders to submit per required by RA 9184.

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The BAC Chair asked the TWG and other BAC members attending online if they have questions.

Hearing none, the conference continued with opening the floor for questions coming from the prospective bidders.

For the project, the new and simplified bidding documents will be utilized. This was issued by GPPB last July 2020. With the new bidding documents, fewer documents were asked and a checklist is also provided.

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

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

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

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.

5.0 ADJOURNMENT

There having been no more matters up for discussion, the meeting was adjourned at 2:12

PM.

CERTIFIED TRUE AND CORRECT:




AUBREY GAILE C. CAÑETE

BAC Secretary

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ATTESTED:


MS. JOSISA C. CONCHADA
BAC - Chair