



## MINUTES OF PRE-BID CONFERENCE

July 1, 2024 @ 9:00 A.M.

Present were:

### Bids and Awards Committee

|                                 |                          |
|---------------------------------|--------------------------|
| <b>MARIA GERTRUDES P. GANIA</b> | BAC Chairperson          |
| <b>NANCY A. POLIRAN</b>         | BAC Vice-Chairperson     |
| <b>AGUSTIN B. HILADO</b>        | Member, Head Secretariat |
| <b>DAISY P. SAME</b>            | Member                   |
| <b>MARLOU P. MACABINTA</b>      | Member                   |

### Technical Working Group

|                                 |             |
|---------------------------------|-------------|
| <b>MARIE THERESE T. TALADUA</b> | TWG, Head   |
| <b>ANA RACHEL C. DAHAN</b>      | TWG, Member |
| <b>REY BRYAN L. SAMBO</b>       | TWG, Member |
| <b>REY DAWN T. PEÑALOZA</b>     | TWG, Member |
| <b>ELVIN B. BELLEZA</b>         | TWG, Member |

### Secretariat

|                                    |                 |
|------------------------------------|-----------------|
| <b>MA. SHIENA B. LUMATA</b>        | BAC Secretariat |
| <b>AGNES GRACE C. DUHAYLUNGSOD</b> | BAC Secretariat |
| <b>JHONRIE C. SIOTING</b>          | BAC Secretariat |
| <b>FLORDELIZA B. TIKING</b>        | BAC Secretariat |
| <b>JUDITH S. EPOGON</b>            | BAC Secretariat |

### BIDDERS AND SUPPLIERS:

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>ZELFAMAE M. FLORES</b> | SIANO MINI SAWMILL/LUMBER & FUR. SHOP |
|---------------------------|---------------------------------------|

### Observers:

|                                    |            |
|------------------------------------|------------|
| <b>ZOSIMO G. FERRER</b>            | COA-SA IV  |
| <b>CHARLES ANTHONY C. DUCALLAS</b> | COA-SA III |





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
NATIONAL IRRIGATION ADMINISTRATION  
REGIONAL OFFICE NO. IX (ZAMBOANGA PENINSULA)  
ZAMBOANGA SIBUGAY IRRIGATION MANAGEMENT OFFICE

Pre-Bid Conference  
July 1, 2024

The Pre-Bid Conference for the Bidding of Goods:

| CONTRACT NO.   | NAME OF PROJECT      | LOCATION                    | ABC              |
|--|----------------------|-----------------------------|------------------|
| <b>Goods - Supply &amp; Delivery of Construction Materials</b> |                      |                             |                  |
| NIAREG9-06182024-REPAIR-PISCY2024-950                          | Tungawan PIS CY 2024 | Tungawan, Zamboanga Sibugay | Php 1,059,382.67 |

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 10:35 AM presided by Maria Gertrudes P. Gania the BAC Chairperson.

1. Opening  
The session officially opens with a short prayer given by Elvin B. Belleza, TWG Member.
2. Attendance

Appearance of the attending BAC Members, TWG Members and BAC Secretariat, Bidder and Observers are acknowledged in the order listed in the attached attendance sheet as read aloud by Agnes Grace C. Duhaylungsod, Secretariat

| Participants              | Present | Official Business | Absent |
|---------------------------|---------|-------------------|--------|
| Bids and Awards Committee | 5       | 0                 | 0      |
| Technical Working Group   | 5       | 0                 | 1      |
| Secretariat               | 5       | 0                 | 0      |

3. Quorum  
The BAC Chairperson declared the presence of quorum.

Business Matters:

**I. Presentation of procurement guidelines and administrative actions imposed by NIA.**

Maria Gertrudes P. Gania, BAC Chairperson discussed and reminded to the bidders to strictly observed the following circulars:

- [MC No. 67 s. 2016](#) Guidelines in the implementation of the 3 Strike policy in procurement of contract for infrastructure project works, goods and consulting Services

**II. Presentation of the Public Bidding Documents**

The BAC Chairperson thoroughly discussed the content of the bidding documents and the works to be done of the following projects:

| CONTRACT NO.   | NAME OF PROJECT      | LOCATION                    | ABC              |
|--|----------------------|-----------------------------|------------------|
| <b>Goods - Supply &amp; Delivery of Construction Materials</b> |                      |                             |                  |
| NIAREG9-06182024-REPAIR-PISCY2024-950                          | Tungawan PIS CY 2024 | Tungawan, Zamboanga Sibugay | Php 1,059,382.67 |

DA Research Division RFO IX Compound, Sanito, Ipil, Zamboanga Sibugay, Philippines

Telephone No.: (062) 215 4167 • Fax No.: (062) 215 4168

Website: [www.region9.nia.gov.ph](http://www.region9.nia.gov.ph) • Facebook: [facebook.com/NIARegionIX](https://www.facebook.com/NIARegionIX)

Email Address: [niazambosibugayvisiting@yahoo.com](mailto:niazambosibugayvisiting@yahoo.com) / [rs.zamboangasibugay@nia.gov.ph](mailto:rs.zamboangasibugay@nia.gov.ph) • TIN: 000 916 415 111







Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL IRRIGATION ADMINISTRATION**  
REGIONAL OFFICE NO. IX (ZAMBOANGA PENINSULA)  
ZAMBOANGA SIBUGAY IRRIGATION MANAGEMENT OFFICE

Pre-Bid Conference  
July 1, 2024

The bids and award committee reminded the bidders the following:

- To deliver the materials on site based on the quantity, quality and specification stated in the bidding documents, for it will be the basis for the inspection and acceptance of the items.
- Delivery of the Goods shall be made by the Suppliers in accordance with the terms specified in Section VI (Schedule of Requirements).
- To thoroughly review the documents to be drop during the bidding, for the BAC will based on non-discretionary "pass/fail" criterion.
- The BAC Chairperson informed the interested bidder that before purchasing and Opening Bid Documents the bidder must present Special Power of Attorney (SPA) for representative. Photocopy is not allowed.
- Also reminded the bidders to follow the Checklist and Bidding Forms specified in Bid Documents.

### III. Proper Sealing of Envelopes

Jhonrie C. Sioting, Secretariat also presented to the bidders the proper sealing of envelopes during the opening of bids. It also requires the bidders to drop an original copy, copy 1 and copy 2 this coming July 15, 2024 @ 9:00 NIA Conference Room.

Noted comment/reaction from the BAC representative and bidders:

The BAC expressed appreciation to the interested bidders for attending the Pre-Bid Conference and reminded the bidders to set their time same as the office clock to found in the lobby, to refrain from late submission of bids this coming July 15, 2024 @ 9:00 A.M NIA Conference Room, DA-RFO-IX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay.

The Bidders have no other comments with regards to the project being procured.  
The Pre-bid Conference adjourned at 11:20 A.M.

Prepared by:

  
**JHONRIE C. SIOTING**  
BAC Secretariat

Reviewed by:

  
**AGUSTIN B. HILADO**  
BAC Secretariat, Head Secretariat

Conformed by:

  
**MARIA GERTRUDES P. GANIA**  
BAC Chairperson

  
**NANCY A. POLTRAN**  
BAC Vice-Chairperson

  
**DAISY P. SAME**  
BAC Member

  
**MARIOU P. MACABINTA**  
BAC Member