



Pre-Bid Conference
March 14, 2025

MINUTES OF PRE-BID CONFERENCE

March 14, 2025 @ 9:00 A.M.

Present were:

Bids and Awards Committee

NANCY A. POLIRAN
DAISY P. SAME
MARLOU P. MACABINTA

BAC Vice Chairperson
Member
Member

Technical Working Group

MARIE THERESE T. TALADUA
REY BRYAN L. SAMBO
REY DAWN T. PEÑALOZA
ANA RACHEL C. DAHAN

TWG, Head
TWG, Member
TWG, Member
TWG, Member

Secretariat

JHONRIE C. SIOTING
FLORDELIZA B. TIKING
JUDITH S. EPOGON
JUDAN B. PASCULADO

BAC Secretariat
BAC Secretariat
BAC Secretariat
BAC Secretariat

BIDDERS AND SUPPLIERS:

GRACE SOLITARIO

LONG ISLAND BUILDERS & CONSTRUCTION

OTHER OBSERVERS:

NONE



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE IX (ZAMBOANGA PENINSULA)
ZAMBOANGA SIBUGAY IRRIGATION MANAGEMENT OFFICE



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The Pre-Bid Conference for the Bidding of Infrastructure Project:

CONTRACT NO.	NAME OF PROJECT	LOCATION	ABC
Infrastructure Project			
NIAREG9-03052025-RESTO-CISCY2025-1022 (INFRA)	LOWER LABRADOR CIS & EXTENSION CY 2025	Buug, Zamboanga Sibugay	Php 3,161,560.15

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 9:15 AM presided by Nancy A. Poliran the BAC Vice Chairperson.

1. Opening

The session officially opens with a short prayer given by Rey Dawn T. Peñaloza, TWG Member.

2. Attendance

Participants	Present	Official Business	Absent
Bids and Awards Committee	3	2	0
Technical Working Group	4	1	1
Secretariat	4	0	1

3. Quorum

The BAC Vice Chairperson declared the presence of quorum.

4. Appearance of the attending BAC Members, TWG Member and BAC Secretariat and bidders is acknowledged in the order listed in the attached attendance sheet as read aloud by Judan S. Pascualado, Secretariat

1. Business Matters:

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

Nancy A. Poliran, BAC Vice 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*
- [MC No. 40 s. 2017](#) *Administrative actions on contracts with negative slippage*



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II. Presentation of the Public Bidding Documents

The BAC Vice Chairperson supported with Technical Working Group discussed the content and details in Invitation to Bid, Bid Data Sheet, Bill of Quantities & Checklist of the following project:

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The bids and award committee reminded the bidders the following:

- Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
- The BAC Vice Chairperson emphasis in the ITB that **only the Authorized Managing Officer or Authorized Liaison Officer indicated in the submitted Company Profile or CRC** is authorized to purchase and submit bidding documents. The use of a **Special Power of Attorney (SPA)** is prohibited, as stated in NIA Memorandum Circular No. 52, Series 2014, dated December 1, 2014. The bidder upon purchase of bid documents may present a valid ID or Certificate of Employment or any other documents that can prove they are an employee of their company.
- The BAC informed the interested bidder that before purchasing Bid Documents the bidder must present Original Certificate of Site Inspection, Sworn Affidavit of Site Inspection per project. Photocopy is not allowed.
- The BAC inform the bidders that the deadline for purchasing bid documents is on March 26, 2025 before 9:00 AM.
- The BAC reminded the bidders that they must attach only one contract similar to the project being bid, which should involve the same major categories of work and be valued at least 50% (fifty percent).

III. Checklist of Technical and Financial Documents (Infrastructure)

The BAC read the checklist of Technical and Financial Documents and reminded everyone to follow it carefully to ensure their bid passes the evaluation.

IV. Bidding Forms

The BAC reminded everyone to use the prescribed / Standard and updated format provided in the bidding documents.

V. 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 March 26, 2025 @ 9:00 AM at NIA Conference Room.



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VI. Location Map

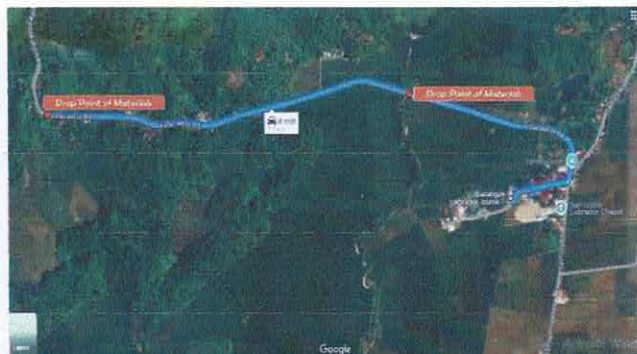
LOWER LABRADOR CIS & EXTENSION

Project Description : Construction of Slope Protection & Canal structures

Project Location : Buug, Zamboanga Sibugay

Source of Fund : Resto CIS

Approved Budget of Contract : Php 4,708,729.91



VII. Other Matters

a. Schedule of Inspection:

	NAME OF PROJECT	LOCATION	PIC / CONTACT PERSON	CONTACT NO.	SCHEDULE
	Infrastructure				
1	LOWER LABRADOR CIS & EXTENSION CY 2025	Buug, Zamboanga Sibugay	Emeliano Lagan II	09512690541	Monday, March 17, 2025 at 9:00AM

b. Noted comment/reaction from the BAC representative and bidders:

The schedule for Eligibility/Screening and Opening of Bids is March 26, 2025 @ 9:00 A.M NIA Conference Room, DA-RFO-IX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay.

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.

The Bidders have no other comments with regards to the project being procured.

The Pre-bid Conference adjourned at 9:49 A.M.

Prepared by:

JHONRIE C. SIOTING
BAC Secretariat

Reviewed by:

AGUSTIN B. HILADO
BAC Secretariat, Head Secretariat

Conformed by:

WILSON N. CABRALES
BAC Chairperson

NANCY A. POLIRAN
BAC Vice-Chairperson

DAISY P. SAME
BAC Member

MARLOU P. MACABINTA
BAC Member