



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

Pre-Bid Conference
October 8, 2024

MINUTES OF PRE-BID CONFERENCE

October 8, 2024 @ 9:50 A.M.

Present were:

Bids and Awards Committee

NANCY A. POLIRAN
AGUSTIN B. HILADO
DAISY P. SAME

BAC Vice Chairperson
Member, Head Secretariat
Member

Technical Working Group

MARIE THERESE T. TALADUA
REY BRYAN L. SAMBO
ELVIN B. BELLEZA

TWG, Head
TWG, Member
TWG, Member

Secretariat

MA. SHIENA B. LUMATA
AGNES GRACE C. DUHAYLUNGSOD
JHONRIE C. SIOTING
JUDITH S. EPOGON

BAC Secretariat
BAC Secretariat
BAC Secretariat
BAC Secretariat

BIDDERS AND SUPPLIERS:

GIL JOHN FAMOR

CJP Enterprises

Observers:

ZOSIMO G. FERRER
CHARLES ANTHONY C. DUCALLAS

COA
COA

The Pre-Bid Conference for the Bidding of Goods:

CONTRACT NO.	NAME OF PROJECT	LOCATION	ABC
Goods – Supply & Delivery of Materials for Post Harvest Activity of SVIS-NIS Rice Contract Farming			
NIAREG9-09262024-CONTRACT-FARMINGCY2024-968	Sibuguey Valley Irrigation System - NIS	Bayog, Zamboanga Del sur	Php 1,207,413.40

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 9:50 AM presided by Nancy A. Poliran the BAC Vice Chairperson.

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

Appearance of the attending BAC Members, TWG Members and BAC Secretariat, Bidder and COA Representatives 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	3	2	0
Technical Working Group	3	0	3
Secretariat	4	1	0

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

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.*

II. Presentation of the Public Bidding Documents

The BAC Vice Chairperson thoroughly discussed the details in the Invitation to Bid, Bid Data Sheet, Technical Specification, Schedule of Requirements, Checklist of Technical and Financial Documents:

The bids and award committee reminded the bidders the following:

- a. 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.

- b. Delivery of the Goods shall be made by the Suppliers in accordance with the terms specified in Section VI (Schedule of Requirements).
- c. To thoroughly review the documents to be drop during the bidding, for the BAC will base on non-discretionary "pass/fail" criterion.
- d. The BAC Vice 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.
- e. Also reminded the bidders to follow the Checklist and Bidding Forms specified in Bid Documents.
- f. Also inform the BAC Secretariat the Correction in the documents subject for Addendum for the Invitation to Bid, Bid Data Sheet, Schedule of Requirements & Technical specification:

Item No.	Quantity	Unit	Item Description
11	2	pcs	Weighing Scale (Standard 120-kg Spring Heavy Duty)

III. Proper Sealing of Envelopes

Jhonrie C. Sioting, Secretariat also presented to the bidder 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 October 8, 2024 @ 9:00 NIA Conference Room.

Noted comment/reaction from the BAC representative and bidders:


The BAC expressed appreciation to the interested bidders & COA 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 October 21, 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 10:57 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


MARLOU P. MACABINTA
BAC Member