



MINUTES OF PRE-BID CONFERENCE

April 29, 2024 @ 10:00 A.M.

Present were:

Bids and Awards Committee

MARIA GERTRUDES P. GANIA
NANCY A. POLIRAN
AGUSTIN B. HILADO
DAISY P. SAME
MARLOU P. MACABINTA

BAC Chairperson
BAC Vice Chairperson
BAC Member/ Secretariat Head
Member
Member

Technical Working Group

MARIE THERESE T. TALADUA
JADE B. LAGAN
ELVIN B. BELLEZA
REY BRYAN L. SAMBO
REY DAWN T. PEÑALOZA
ELVIN B. BELLEZA

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

Secretariat

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

BAC Secretariat
BAC Secretariat
BAC Secretariat
BAC Secretariat
BAC Secretariat

BIDDERS AND SUPPLIERS:

ZELFAMAE M. FLORES
CARMELO LUZON
GRACE SOLITARIO
HAMJA L. BADDA

SIANO MINI SAWMILL/LUMBER & FUR. SHOP
MERCHANT HARDWARE
LONG ISLAND/CHAMPION COMMERCIAL
HPS ELECTRICAL ENGINEERING SERVICES

Observers:

DELIA R. MIRAFUENTES

IA PRESIDENT

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

CONTRACT NO.	NAME OF PROJECT	LOCATION	ABC
Goods - Supply & Delivery of Construction Materials			
NIAREG9-11302023-REPAIR-CISCY2024-922-NP	Upper Labrador CIS CY 2024	Buug, Zamboanga Sibugay	Php 547,014.00
Infrastructure Project			
NIAREG9-01102024-REPAIR-PISCY2024-937-NP	Tungawan PIS CY 2024	Tungawan, Zamboanga Sibugay	Php 1,871,072.75

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 10:05 AM presided by Maria Gertrudes P. Gania the BAC Chairperson.

1. Opening
The session officially opens with a short prayer given by Rey Bryan L. Sambo, TWG Member.
2. Attendance

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 Agnes Grace C. Duhaylungsod, Secretariat

Participants	Present	Official Business	Absent
Bids and Awards Committee	5	0	0
Technical Working Group	6	0	0
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
- [MC No. 40 s. 2017](#) Administrative actions on contracts with negative slippage

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
Goods - Supply & Delivery of Construction Materials			
NIAREG9-11302023-REPAIR-CISCY2024-922-NP	Upper Labrador CIS CY 2024	Buug, Zamboanga Sibugay	Php 547,014.00
Infrastructure Project			
NIAREG9-01102024-REPAIR-PISCY2024-937-NP	Tungawan PIS CY 2024	Tungawan, Zamboanga Sibugay	Php 1,871,072.75

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 Original Certificate of Site Inspection, Sworn Affidavit of Site Inspection and Special Power of Attorney (SPA) for representative per projects. Photocopy is not allowed.
- Also reminded the bidders to follow the Checklist and Bidding Forms specified in Bid Documents.

III. Proper Sealing of Envelopes

Agnes Grace B. Castulo, 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 May 13, 2024 @ 9:00 NIA Conference Room.

IV. Location Map

V. Other Matters

- Schedule of Inspection:

NAME OF PROJECT	LOCATION	PIC / CONTACT PERSON	CONTACT NO.	SCHEDULE
Goods				
Upper Labrador CIS CY 2024	Buug, Zamboanga Sibugay	Emeliano Lagan II	09512690541	May 3, 2024
Infrastructure Project				
Tungawan PIS CY 2024	Tungawan, Zamboanga Sibugay	Jimson A. Retes	09650581861	May 3, 2024



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


Pre-Bid Conference
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b. Noted comment/reaction from the BAC representative and bidders:

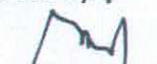
The BAC expressed appreciation to the interested bidders for attending the Pre-Bid Conference and reminded the bidders to set their time same as the office clock to found in the lobby, to refrain from late submission of bids this coming May 13, 2024 @ 9:00 A.M NIA Conference Room, DA-RFO-IX, Research 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 10:55 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