



MINUTES OF PRE-BID CONFERENCE

September 28, 2023 @ 9:00 A.M.-

Present were:

Bids and Awards Committee

MARIA GERTRUDES P. GANIA BAC Chairperson
AGUSTIN B. HILADO Member, BAC/Head-Secretariat
DAISY P. SAME Member

Technical Working Group

JADE B. LAGAN TWG, Member
ELVIN B. BELLEZA TWG, Member
REY DAWN T. PEÑALOZA TWG, Member

Secretariat

MA. SHIENA B. LUMATA BAC Secretariat
AGNES GRACE C. DUHAYLUNGSOD BAC Secretariat
JHONRIE C. SIOTING BAC Secretariat
FLODELIZA B. TIKING BAC Secretariat
JUDITH S. EPOGON BAC Secretariat

BIDDERS AND SUPPLIERS:

RUEL R. SIANO SIANO SAW MILL
FLORLYNNE P. YORONG JGC CONSTRUCTION AND ENTERPRISES
AHMAD J. AMIL

Observers:
NONE

The Pre-Bid Conference for the Bidding of Supply and Delivery of Construction Materials:

Contract Number	Name of Project	Location	ABC
Goods			
NIAREG-08142023-LINEPROJECT CY2023-PACKAGE1-900-Re-Bid	IMELDA IRRIGATION PROJECT CY 2023 - PACKAGE 1	Siay, Zamboanga Sibugay	Lot 2 Php 1,453,648.00
NIAREG-09182023-NIA-ZSIMO-907	Proposed Two Storey of NIA Building (Phase 1)	Ipil, Zamboanga Sibugay	Php 1,117,220.53
NIAREG-09182023-REPAIR NISCY2023-908	Sibuguey Valley Irrigation System - Repair NIS	Diplahan & Siay, Zamboanga Sibugay	Php 542, 590.00



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

Pre-Bid Conference
 September 28, 2023

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 9:00 AM presided by Maria Gertrudes P. Gania the BAC Chairperson.

1. Opening
The session officially opens with a short prayer given by Agustin B. Hilado
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	3	2	0
Technical Working Group	3	1	2
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
Goods			
NIAREG-08142023-LINEPROJECT CY2023-PACKAGE1-900-Re-Bid	Imelda Irrigation Project Package 1	Siyay, Zamboanga Sibugay	Lot 2 – Php 1,453,648.00
NIAREG-09182023-NIA-ZSIMO-907	Proposed Two Storey of NIA Building (Phase I)	Ipil, Zamboanga Sibugay	Php 1,117,220.53
NIAREG-09182023-REPAIR NISCY2023-908	Sibuguey Valley Irrigation System – Repair NIS	Diplahan & Siay, Zamboanga Sibugay	Php 542,590.00

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 • Facebook: [facebook.com/NIARegionIX](https://www.facebook.com/NIARegionIX)

Email Address: niazambosibugaysvisimo@yahoo.com / r9.zamboangasibugay@nia.gov.ph • TIN: 000 916 415 111





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 based on non-discretionary "pass/fail" criterion.
- d. 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.
- e. She also reminded the bidders to follow the Checklist and Bidding Forms specified in Bid Documents.

III. Proper Sealing of Envelopes

The Bids and Awards Committee 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 October 10, 2023 @ 9:00 NIA Conference Room.

IV. Other Matters

Schedule of Inspection:

NAME OF PROJECT	LOCATION	PIC / CONTACT PERSON	CONTACT NO.	SCHEDULE
Goods				
Imelda IP - Package 1 - Lot 2	<u>Siav</u> , ZSP	<u>Elvin B. Belleza</u>	09975243021	October 3, 2023
Proposed Two-Storey of NIA Building (Phase 1)	<u>Ipil</u> , ZSP	<u>Johnlerry Alvarez</u>		Anytime
<u>Sibuguey Valley</u> Irrigation System - Repair NIS	<u>Diplahan & Siav</u> , ZSP	<u>Agustin B. Hilado</u>	09362655014	October 3, 2023



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V . 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 October 10, 2023 @ 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 10:20 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

O.B
NANCY A. POLIRAN
BAC Vice-Chairperson


DAISY P. SAME
BAC Member

O.B
MARLOU P. MACABINTA
BAC Member