



## MINUTES OF PRE-BID CONFERENCE

January 25, 2024 @ 9:00 A.M.

Present were:

### Bids and Awards Committee

<b>MARIA GERTRUDES P. GANIA</b>	BAC Chairperson
<b>DAISY P. SAME</b>	Member
<b>MARLOU P. MACABINTA</b>	Member

### Technical Working Group

<b>MARIE THERESE T. TALADUA</b>	TWG, Head
<b>ELVIN B. BELLEZA</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

### BIDDERS AND SUPPLIERS:

<b>GRACE SOLITARIO</b>	LONG ISLAND BUILDERS & CONSTRUCTION & CHAMPION COMMERCIAL
<b>GADO L. DONDINGON</b>	LUPONG CONSTRUCTION

Observers:  
**NONE**



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

Pre-Bid Conference  
 December 11, 2023

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

CONTRACT NO.	NAME OF PROJECT	LOCATION	ABC
<b>Goods</b>			
NIAREG9-01102024-LINE-PROJECT-CY2024-PACKAGE3-935	Imelda Irrigation Project CY 2024 - Package 3	Sisay, Zamboanga Sibugay	Php 929,649.00
<b>Infrastructure Project</b>			
NIAREG9-01102024-REPAIR-PISCY2024-937	Tungawan PIS CY 2024	Tungawan, Zamboanga Sibugay	Php 1,871,072.75
NIAREG9-01102024-LINE-PROJECT-CY2024-PACKAGE2-938	Imelda Irrigation Project CY 2024 - Package 2	Sisay, Zamboanga Sibugay	Php 5,262,943.25

held at National Irrigation Administration, DA-RFOIX, Research Division Compound, Sanito, Ipil, Zamboanga Sibugay was called to order at 9:15 AM presided by Maria Gertrudes P. Gania the BAC Chairperson.

- Opening**  
 The session officially opens with a short prayer given by Rey Dawn T. Peñaloza, TWG Member.
- 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 Flordeliza B. Tiking, Secretariat

Participants	Present	Official Business	Absent
Bids and Awards Committee	3	2	0
Technical Working Group	5	0	1
Secretariat	4	1	0

- 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
<b>Goods</b>			
NIAREG9-01102024-LINE-PROJECT-CY2024-PACKAGE3-935	Imelda Irrigation Project CY 2024 - Package 3	Siyay, Zamboanga Sibugay	Php 929,649.00
<b>Infrastructure Project</b>			
NIAREG9-01102024-REPAIR-PISCY2024-937	Tungawan PIS CY 2024	Tungawan, Zamboanga Sibugay	Php 1,871,072.75
NIAREG9-01102024-LINE-PROJECT-CY2024-PACKAGE2-938	Imelda Irrigation Project CY 2024 - Package 2	Siyay, Zamboanga Sibugay	Php 5,262,943.25

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 be 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.

The bids and award committee agreed to make an addendum as following:

**Goods:**

**Imelda Irrigation Project CY 2024 – Package 3**

Section VI. Schedule of Requirements

- Item No. 29 – Rattan Strips, 3 bundles to be deliver in 1<sup>st</sup> week

**Infrastructure:**

**Tungawan PIS CY 2024**

Section III. Bid Data Sheet

ITB Clause 5.2 – For the purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be at least 50% (fifty percent):

- A. Construction of Solar Pump System
- B. Completed within Five (5) years prior to the deadline for the submission and receipt of bids

Section IX. Checklist of Technical & Financial Documents

Additional:

- D. Philippine Constructors Accreditation Board (PCAB) License;

**Imelda Irrigation Project CY 2024 – Package 2**

Section I. Invitation of Bid

5. A complete set of Bidding Documents may be acquired by interested bidders on **January 18, 2024 – February 6, 2024 at 5:00 PM**

Section III. Bid Data Sheet

ITB Clause 5.2 – For the purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be at least 50% (fifty percent):

- **A. Construction of Canalization and Canal Structures**
- **B. Completed within Five (5) years prior to the deadline for the submission and receipt of bids**

Section IX. Checklist of Technical & Financial Documents

Additional:

- **D. Philippine Constructors Accreditation Board (PCAB) License;**

**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 February 7, 2024 @ 9:00 NIA Conference Room.

**IV. Location Map**

**V. Other Matters**

a. Schedule of Inspection:

NAME OF PROJECT	LOCATION	PIC / CONTACT PERSON	CONTACT NO.	SCHEDULE
<b>Goods</b>				
Imelda Irrigation Project CY 2024 – Package 3	Sisay, Zambo, Sibugay	Faith Sotomayor / Elvin Belleza / Emeliano Lagan II	09974722496- Faith, 09975243031- Elvin, 09064202107- Emeliano	Jan. 30, 2024 @ 9:00 AM, ZSIBO Office
<b>Infrastructure Project</b>				
Tungawan PIS CY 2024	Tungawan, Zambo, Sibugay	Jimson Retes	09650581861	Jan. 30, 2024 @ 9:00 AM, ZSIBO Office
Imelda Irrigation Project CY 2024 – Package 2	Sisay, Zambo, Sibugay	Faith Sotomayor / Elvin Belleza / Emeliano Lagan II	09974722496- Faith, 09975243031- Elvin, 09064202107- Emeliano	Jan. 30, 2024 @ 9:00 AM, ZSIBO Office

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 February 7, 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 10:15 A.M.



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

Pre-Bid Conference  
December 11, 2023

Prepared by:

  
**JHONRTE C. SIOTING**  
BAC Secretariat


Reviewed by:

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

Conformed by:

  
**MARIA GERTRUDES P. GANIA**  
BAC Chairperson

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

  
**DAISY P. SAME**  
BAC Member

  
**MARLOU P. MACABINTA**  
BAC Member