



**MINUTES OF PRE-BIDDING CONFERENCE**

December 05, 2019 @ the PMO Conference Room

1. The meeting started at around 1:30 P.M. with the BAC Chairman Engr. Richie A. Villasana presiding.
2. Roll call of Bids and Award Committee members by the Secretariat and confirmed that there is a quorum.

Present were:

**BAC-EP:**

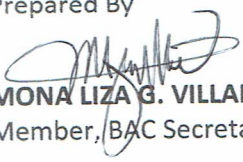
Richie A. Villasana	-	Chairman / End-User, TMO San Carlos
Arlyn A. Caraig	-	Vice Chairman / End –User, Port of Banago
Charity A. Kole	-	Provisional Member
Maylene G. Arante	-	TWG – Head
Richel R. Arceo	-	TWG Member
Glen T. Domingo	-	Secretariat - Member
Mona Liza G. Villaran	-	Secretariat-Member

Observers were:

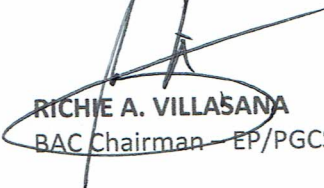
ZET Construction  
Chanel's Builders & Construction Supply Corp.  
HHH Developer & Construction  
Goldridge Construction

3. The BAC Chairman Engr. Richie A. Villasana announced the purpose of the meeting is the Pre-Bid for the Project Repair of Main Gate, Port of San Carlos, San Carlos City, Negros Occidental (NRP-NBB-05-19).
4. The Chairman mentioned that the observers (COA, MBCCI, and CBCP) were informed and given notice for the Bid Evaluation Conference.
5. He also acknowledged the present of the representatives from different prospective bidders for the above-mention project and clarify to the bidder representatives that only who purchased the Bidding Documents are allowed to ask question to the committee.
6. TWG Head, Engr. Arante, read the provision/contains of Bid documents and discussed the salient details and highlights of the bidding documents – are as follow:
  - a.) Foreign Bidders are not qualified to bid;
  - b.) Sub-constructing is not allowed;
  - c.) On-going /out-going projects have attachments;
  - d.) Bill of Quantities will be attached;
  - e.) The format & signing of Bid, 1<sup>st</sup> Technical & 2<sup>nd</sup> Financial Component of Bid;
  - f.) The Sealing and Marking of the Two (2) envelope system;
  - g.) That all Bidding Documents have initialled
  - h.) On the checklist – if the projects are completed, the bidder should to attach the certificate of completion and certificate of acceptance;
  - i.) The Omnibus Sworn Statement should be notarized;
  - j.) The Bid Documents should be soft or hard bound to avoid insertion on the submitted documents.
7. Bidder representatives understand and acknowledged the provision stated by the TWG Head Maylene G. Arante.
8. There having no other remaining issues for discussion & clarification, the meeting (**PRE-BID**) was closed by Ms. Sylvia A. Villanueva, seconded by Ms. Arlyn A. Caraig for the above-mentioned Engineering project, adjourned at 2:35 P.M.

Prepared By

  
**MONA LIZA G. VILLARAN**  
Member, BAC Secretariat

Approved By:

  
**RICHIE A. VILLASANA**  
BAC Chairman – EP/PGCS