



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CAMARINES NORTE

MINUTES OF THE PRE-BID CONFERENCE
(Infrastructure Project)

Project:

BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOTS 5–9 (Lot 5 – Mandazo Elementary School, Basud, Camarines Norte; Lot 6 – S. Delos Santos Elementary School, San Lorenzo, Camarines Norte; Lot 7 – San Vicente Central School, San Vicente, Camarines Norte; Lot 8 – Lazaro Cabezudo High School, Talisay, Camarines Norte and Lot 9 – Sarah Jane Ferrer High School, Vinzons, Camarines Norte)

Approved Budget for the Contract (ABC):

Twenty-One Million Four Hundred Sixty-Eight Thousand and Six Hundred Pesos (Php 21,468,600.00)

Date: May 8, 2026

Time: 9:00 A.M.

Venue: BAC Office, DepEd Schools Division Office Conference Hall, Daet, Camarines Norte

I. ATTENDANCE

BAC Members

1. Rez C. Salazar – BAC Chairperson
2. Ruel T. Dominguez – BAC Vice Chairperson *(via online platform)*
3. Amy B. Dumail – BAC Member *(via online platform)*
4. Marie Landagan – BAC Member
5. Geronimo Burce, Jr. – BAC Member *(via online platform)*

Technical Working Group (TWG)

1. Engr. Glen Dugan
2. Engr. Jerick Bautista
3. Engr. Chris Almer D. Ramos

BAC Secretariat

1. Aristotle S. Decena – BAC Secretariat Head
2. Darcy Guy Y. Mañebo – BAC Secretariat Member *(via online platform)*
3. Jean-Paul Arnel M. Abejero – BAC Secretariat Member

Observer

1. Alwayn Paloma – ACT-Bicol CNA, President
2. Arnel M. Reyes – Procurement Officer
3. Jan Michael O. Zamora – Procurement Officer

Prospective Bidders

1. Richelda Factor – O.L. De Leon Construction
2. Annaliza Wong – Sunrise Construction Services
3. Representative of 144 Cubits Builders – *(via online platform)*
4. Sarry B. Moya – JPL General Construction
5. Melgazar R. Trinidad – MELTRI Construction Services

6. Christopher Trinidad – MELTRI Construction
7. Joseph Pajarillo – JPL General Construction
8. Leonora Delos Santos – Century Glass Construction and Supply
9. Czaina Jean A. Villarín – Century Glass Construction and Supply
10. Engr. Emil Cuba (*via online platform*)

II. CALL TO ORDER

The Pre-Bid Conference was called to order at 9:00 A.M. by Mr. Rez C. Salazar, BAC Chairperson, who presided over the meeting.

III. CERTIFICATION OF QUORUM

Mr. Aristotle S. Decena, BAC Secretariat Head, conducted the roll call and certified the presence of a quorum. The BAC Chairperson formally declared that the body was duly constituted to transact official business.

IV. PROCEEDINGS

1. Presentation of the Project and Legal Basis

The BAC Chairperson presented the project and its legal basis under Republic Act No. 12009 and its Implementing Rules and Regulations (IRR). The project details are as follows:

Lot No.	School/Location	ABC(Php)	Contract Duration
5	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 5 – MANDAZO ELEMENTARY SCHOOL, BASUD, CAMARINES	Php 4,293,720.00	30 Days
6	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 6- S. DELOS SANTOS ELEMENTARY SCHOOL, SAN LORENZO RUIZ, CAMARINES	Php 4,293,720.00	30 Days
7	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 7 – SAN VICENTE ELEMENTARY SCHOOL, SAN VICENTE, CAMARINES	Php 4,293,720.00	30 Days
8	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 8 – LAZARO CABESUDO HIGH SCHOOL, TALISAY, CAMARINES NORTE	Php 4,293,720.00	30 Days

9	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 9 – SARAH JANE FERRER HIGH SCHOOL, VINZONS, CAMARINES NORTE	Php 4,293,720.00	30 Days
---	--	------------------	---------

2. Discussion of Bidding Documents (ITB)

The BAC Secretariat presented and discussed the salient provisions of the Invitation to Bid (ITB), including:

- Eligibility requirements;
- Submission and opening of bids;
- Required documentary requirements; and
- Important schedules and timelines for the procurement activity.

With the approval of the BAC Chairperson, the Technical Working Group (TWG) was requested to further explain technical terms, provisions, and requirements contained in the ITB.

During the discussion, the following clarification was made by the TWG:

A correction concerning **Item 22.4(f)** in relation to **Item 29.3** of the bidding documents was discussed. The TWG informed the body that a corresponding **Bid Bulletin** would be issued to formally clarify and rectify the provision.

3. Technical Discussion

Upon authority of the BAC Chairperson, the members of the Technical Working Group (TWG) discussed the technical aspects of the project.

a. Technical Requirements

Engr. Glen Dugan discussed the following:

- Required key personnel; and
- Equipment specifications and requirements.

He further informed the body that a Bid Bulletin would be issued to clarify provisions concerning the requirement for the Foreman position.

b. Scope of Work and Specifications

Engr. Jerick Bautista and Engr. Chris Almer D. Ramos elaborated on the following:
Detailed technical specifications;
Scope of work; and
Implementation requirements for the project.

The TWG emphasized that the contract duration for each lot shall be thirty (30) calendar days.

4. Other Matters

The BAC Chairperson requested the TWG to provide the prospective bidders with clear copies of the **Detailed Architectural and Engineering Design (DAED)** and the **Detailed Unit Price Analysis (DUPA)** in response to the request raised by the bidders.

The TWG responded positively and assured the body that the documents would be uploaded through the official website and other authorized platforms of the Schools Division Office of Camarines Norte, subject to existing procurement laws, rules, and regulations.

The BAC Chairperson further emphasized that a **Bid Bulletin** shall be issued to supplement, amend, and clarify certain provisions of the bidding documents and other matters discussed during the Pre-Bid Conference.

5. Questions and Clarifications

During the open forum, the following questions and clarifications were raised:

a. Requirement for Material Engineer

Ms Sarry B. Moya of JPL General Construction raised a query regarding the required key personnel for the project, particularly the discrepancy under ITB Clause No. 12 concerning the requirement for a Material Engineer.

Response:

The TWG clarified that a Material Engineer is **not required** for the project. The TWG further stated that a corresponding Bid Bulletin would be issued to rectify the discrepancy in the bidding documents.

b. Project Site Identification and Inspection Concerns

Mr. Joseph Pajarillo of JPL General Construction raised the following concerns:

i. Definite Project Site Location

Query:

Whether the recipient schools have already identified the exact location of the building project to avoid unnecessary transfer of site location during implementation, which may cause delays in project completion.

Response:

The TWG confirmed that the project sites have already been identified and informed the bidders that they may conduct site visits for verification purposes.

The BAC Chairperson further directed the TWG to require the concerned school heads to submit their respective **School Site Development Plans**, clearly indicating the exact location of the proposed project.

ii. Timeliness of Project Inspection

Query:

Whether contractors can be assured of timely inspection during project implementation and upon project completion.

Response:

The TWG assured the bidders that efforts shall be exerted to ensure the timely conduct of inspections, whether progress inspections or final inspections, provided that the contractor submits the necessary written request.

c. Request for Clear Copy of DAED and DUPA

A representative from **144 Cubits Builders** requested clear copies of the DAED and DUPA.

Response:

The BAC and TWG reiterated that the documents would be uploaded through the official website and authorized online platforms of the SDO Camarines Norte.

d. Licensed Electrician Requirement

Mr. Sarry B. Moya inquired whether a licensed Electrical Engineer may be considered in lieu of a licensed electrician.

Response:

The TWG responded in the negative and clarified that the requirement for a licensed electrician shall remain in accordance with the prescribed specifications and requirements.

e. Authorization for Purchase of Bidding Documents

Mr. Melgazar R. Trinidad of MELTRI Construction Services inquired whether a representative authorized by the contractor may purchase the bidding documents.

Response:

The BAC Chairperson clarified that the representative may purchase the bidding documents provided that the following documents are submitted:

- Letter of Intent from the owner of the construction firm; and
- Authorization Letter or Special Power of Attorney (SPA) for the authorized representative.

6. Reminder to Bidders

The BAC Chairperson advised all prospective bidders to regularly monitor and comply with all Bid Bulletins and supplemental notices that may be issued by the BAC in connection with the procurement process.

V. ADJOURNMENT

There being no further matters to discuss, the Pre-Bid Conference was adjourned at 11:00 A.M.

Prepared by:


ARISTOTLE S. DECENA
BAC Secretariat Head

Noted by:


REZ C. SALAZAR
BAC Chairperson – Infrastructure