



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 1–2 (Lot 1 – Calabaca Integrated School, Capalonga, Camarines Norte; Lot 2 – Nakalaya Elementary School and Larap Elementary School, Jose Panganiban, Camarines Norte)

Approved Budget for the Contract (ABC):

Eight Million Five Hundred Eighty-Seven Thousand Four Hundred Forty Pesos (Php 8,587,440.00)

Date: May 6, 2026

Time: 9:00 A.M.

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

I. ATTENDANCE

BAC Members

6. Rez C. Salazar – BAC Chairperson
7. Ruel T. Dominguez – BAC Vice Chairperson
8. Amy B. Dumail – BAC Member
9. Marie Landagan – BAC Member
10. Geronimo Burce, Jr. – BAC Member *(via online platform)*

Technical Working Group (TWG)

4. Engr. Glen Dugan
5. Engr. Jerick Bautista
6. Engr. Chris Almer D. Ramos

BAC Secretariat

4. Aristotle S. Decena – BAC Secretariat Head
5. Darcy Guy Y. Mañebo – BAC Secretariat Member
6. Jean-Paul Arnel M. Abejero – BAC Secretariat Member

Observer

1. Alwayn Paloma – ACT-Bicol CNA, President

Prospective Bidders

1. Annalie Byrnes – O.L. De Leon Construction
2. Luisito Abundo – Sunrise 0124 Construction
3. Jose Edsel Raviz – Peridot Construction
4. Romeo C. Indes – Peridot Construction
5. Melgazar R. Trinidad – MELTRI Construction Services
6. Jervin San Diego – NEB Construction Supply
7. Czarina Villanueva – Century Glass Construction

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
1	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES - CALABACA IS. CAPALONGA, CAMARINES NORTE	Php 4,293,720.00	30 Days
2	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – NAKALAYA ES AND LARAP ES	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 procedures, and timelines.

3. Technical Discussion

With the approval of the BAC Chairperson:

5. Engr. Glen Dugan discussed key technical provisions, particularly:
 - Personnel requirements
 - Equipment specifications
6. He informed the body that a Bid Bulletin will be issued to clarify provisions concerning the Foreman requirement.
7. Engr. Jerick Bautista and Engr. Chris Almer D. Ramos further elaborated on:
 - Detailed technical specifications
 - Scope of work
8. It was emphasized that the contract duration for each lot is 30 calendar days.

4. Other Matters

The BAC Chairperson emphasized that a Bid Bulletin shall be issued to supplement and clarify certain provisions of the bidding documents.

5. Questions and Clarifications

During the open forum, the following queries were raised:

a. On Personnel Sharing Across Lots

Query: Whether the same Master Plumber and Master Electrician may be assigned to both Lots 1 and 2 if awarded to one contractor.

Response: The TWG confirmed in the affirmative.

b. On Experience Requirements

Query: Clarification on experience requirements for eligibility.

Response: The TWG referred to Section 5.4 of the ITB.

c. On Submission of Bidding Documents

Query: Whether bidding documents for Lots 1 and 2 should be submitted jointly or separately.

Response: The BAC Chairperson clarified that separate submissions per lot are required.

6. Reminder to Bidders

The BAC Chairperson advised all prospective bidders to regularly monitor and comply with any Bid Bulletin to be issued by the BAC.

V. ADJOURNMENT

There being no further matters to discuss, the Pre-Bid Conference was adjourned at 10:15 A.M.

Prepared by:


ARISTOTLE S. DECENA
BAC Secretariat Head

Noted by:


REZ C. SALAZAR
BAC Chairperson – Infrastructure