



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 3–4 (Lot 3 – Tigbinan National High School, Labo, Camarines Norte and Lot 4: Patag Ibaba Elementary School and Tabugon Elementary School, Sta. Elena, Camarines Norte Calabaca Integrated School, Capalonga, 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 7, 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 *(via online platform)*
2. Darcy Guy Y. Mañebo – BAC Secretariat Member
3. Jean-Paul Arnel M. Abejero – BAC Secretariat Member

Observer

1. Alwayn Paloma – ACT-Bicol CNA, President
2. Arnel M. Reyes – Procurement Officer

Prospective Bidders

1. Melgazar R. Trinidad – MELTRI Construction Services
2. Mark Remoroza – NAN Construction and Services

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. Darcy Guy Y. Mañebo, BAC Secretariat Vice Chairperson, 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
3	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES - LOT 3 – TIGBINAN NATIONAL HIGH SCHOOL, LABO, CAMARINES NORTE	Php 4,293,720.00	30 Days
4	BASIC EDUCATION FACILITIES FUND (BEFF) 2026 – LEARNING CONTINUITY SPACES – LOT 4 – PATAG IBABA ELEMENTARY SCHOOL AND TEBUGON ELEMENTARY SCHOOL, STA. ELENA, 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 procedures, and timelines.

3. Technical Discussion

With the approval of the BAC Chairperson:

1. Engr. Glen Dugan discussed key technical provisions, particularly:
 - Personnel requirements
 - Equipment specifications
2. He informed the body that a Bid Bulletin will be issued to clarify provisions concerning the Foreman requirement.
3. Engr. Jerick Bautista and Engr. Chris Almer D. Ramos further elaborated on:
 - Detailed technical specifications
 - Scope of work
4. 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 questions and clarifications were raised by the representative of **MELTRI Construction Services**:

a. Water Tank Design and Water Source

Query:

Clarification was sought on whether the water tank design is intended solely for rainwater collection or may also accommodate connection to other water sources.

Response:

Engr. Glen Dugan, TWG Member, clarified that the contractor must strictly follow the specifications prescribed by the DepEd Central Office and that no deviation shall be allowed. However, the contractor may, at its own expense and without additional cost to the government, provide connection to an available water line supply.

b. Septic Tank Capacity

Query:

Clarification was requested on whether the septic tank capacity is fixed at **1,000 liters**.

Response:

Engr. Glen Dugan clarified that the septic tank shall be constructed strictly in accordance with the approved plans and specifications issued by the DepEd Central Office, including the prescribed volume and capacity indicated therein.

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 11:00 A.M.

Prepared by:


ARISTOTLE S. DECENA
BAC Secretariat Head

Noted by:


REZ C. SALAZAR
BAC Chairperson – Infrastructure