



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Minutes of Meeting

Date:	Started:	Adjourned:	Venue:
May 16, 2025	10:18 A.M.	10:29 A.M.	BAC Conference Room, DPWH – Surigao del Norte 2nd District Engineering Office, Surigao City

**Attachments**

- Attendance Sheet (DPWH-QMSP-01-02-Rev01)
- Notice of Meeting/Memorandum requiring the said meeting, if applicable

**Agenda (attach Notice of Meeting/Memorandum requesting the Meeting):**

Call to Order

Agenda 1: Pre-bid Conference for the following projects:

- 24NG0115/CONSTRUCTION OF LEGISLATIVE BUILDING, BARANGAY AZUCENA, TAGANA-AN, SURIGAO DEL NORTE**  
**ABC : P 9,900,000.00/ 180 CD**
- 25NG0003 (G)/PROCUREMENT OF ROAD SAFETY DEVICES FOR TRAFFIC SERVICES MAINTENANCE TO BE USED BY MAINTENANCE SECTION FOR THE REPAIR/MAINTENANCE OF NATIONAL ROADS AND BRIDGES**  
**ABC : P 15,000,000.00/ 15 CD**

Agenda 2: Other Matters Discussed

Summary by BAC of Proceedings, including Supplemental/Bid Bulletins to be issued

Adjournment

Agenda	Session Highlights and Discussion
Call to Order	Upon declaration of a quorum, the BAC Chairman, Engr. Rommel A. Piape, called the meeting to order at 10:18 A.M. and presided the Pre-Bid Conference for the abovementioned projects.
Agenda 1: Pre-bid Conference of the abovementioned projects	<p>Engr. Rommel A. Piape, BAC Chairman, presented the contract data for the projects hereunder:</p> <ol style="list-style-type: none"> <li><b>24NG0115/CONSTRUCTION OF LEGISLATIVE BUILDING, BARANGAY AZUCENA, TAGANA-AN, SURIGAO DEL NORTE</b> <ol style="list-style-type: none"> <li>Brief on Basic Contract Data               <p>Contract Description:                  BUILDINGS: CONSTRUCTION-WITHOUT PILES LOW RISE-CONCRETE (FRAME)-                  (1 TO 5 STOREYS)                  Approved Budget Contract: P 9,900,000.00                  Contract Duration: 180 CD</p> </li> </ol> <p>After enumerating the contract data, the BAC Chairman then enumerated the technical and financial documents required in the Bidding Documents.</p> </li> </ol>



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Minutes of Meeting

b. Review of Requirements of Bidding Documents

Equipment Requirements:

Equipment's required were read as indicated in the Program of Work.

Scope of Work:

Items of work were read as indicated in the Program of Work.

c. Review of Documents to be submitted by the Bidder – Bid Form, Technical and Financial Proposals; and Explanation of Criteria for Eligibility Screening, Preliminary Examination of Bids, Evaluation of Bids, and Post-Qualification

- i. Eligibility Documents/Technical Proposal: Registration Certification from SEC, DTI for Sole Proprietorship, CDA for Cooperatives, Mayor's Permit, Statement of all on-going & Completed Government & Private Contracts within the Ten (10) Years. PCAB License, Latest Audited Financial Statements Stamped Received by BIR, NFCC Computation or Credit Line Commitment, Valid Joint Venture Agreement (JVA).

Bid Security, Form of Bid Security, Issuing Company, Number, Official Receipt No., Bid Security Amount, Validity Period; Duly Signed Organizational Chart for the Project; Duly signed Contractor's Certification on Key Personnel for the Contract; with Key Personnel's Affidavit of Commitment to work on the contract with Complete Qualification & Experience Data; Duly signed List of Contractor's Equipment Pledge to the Contract supported with proof of Ownership;

Sworn Statement in Accordance with Section 25.2 (b) (iv) of the IRR of R.A. 9184, Affidavit of compliance to section 11.A.4, Conflict of Interest, provided in the PBD'S.

- ii. Financial Proposal: Duly signed Bid Prices in the Bill of Quantities, Duly signed Detailed Estimates & Duly signed Cash Flow by Quarter Schedule.

Questions and Comments from Bidders and Responses of BAC and Other DPWH Officials:

- *Engr. Comandante, Planning and Design Section representative, informed the BAC and others present that the scope of the project includes the structure, beams, tie beams, columns and footing.*
- *Engr. Capila, BAC Member, asked if it was designed by the Office.*
- *Engr. Comandante responded that it was a design from the LGU.*
- *Engr. Ariate, BAC Member, asked if the site location was already okay.*
- *Engr. Comandante confirmed that it was already okay.*
- *Engr. Capila asked who prepared the structural of the project.*
- *Engr. Comandante responded that it was Engr. Gulfo of Planning and Design Section who prepared the structural. He added that they copied the details of the existing legislative building which was a design of the Office.*



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Minutes of Meeting

**2. 25NG0003 (G)/PROCUREMENT OF ROAD SAFETY DEVICES FOR TRAFFIC SERVICES MAINTENANCE TO BE USED BY MAINTENANCE SECTION FOR THE REPAIR/MAINTENANCE OF NATIONAL ROADS AND BRIDGES**

a. Brief on Basic Contract Data

Contract Description:

PROCUREMENT OF ROAD SAFETY DEVICES  
 Approved Budget Contract: P 15,000,000.00  
 Contract Duration: 15 CD

Scope of Work:

Items of work were read as indicated in the Program of Work.

After enumerating the contract data, the BAC Chairman then enumerated the technical and financial documents required in the Bidding Documents.

b. Review of Requirements of Bidding Documents

- i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- ii. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;
- iii. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
- iv. Filipino citizen or 60% Filipino-owned partnership/corporation;
- v. Completion of a similar contract costing at least 50% of the ABC within *[6 months]*; and
- vi. Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.
- vii. PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA 9184.

- c. Delivery of the Goods is required 15 calendar days. The winning bidder/AWARDEE shall be responsible for the source of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specification of the award and purchase order. Failure by the winning bidder/AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order to that AWARDEE and for re-awarding the items(s) to the ALTERNATE AWARDEE.

d. Other Matters Discussed:

- i. That the bid security may be in the form of bid securing declaration duly notarized.



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Minutes of Meeting

- ii. All bid proposal should be properly paginated/tabbed and hard-bounded;
- iii. In view of DO #151 Series of 2016 prescribing the use of DPWH Procurement Manual dated June 2016, all participating bidders urge to use A4 size bond paper for the Technical and Financial Documents (duly accomplished forms) as specified in the Bidding Documents (BD's) in two (2) separate sealed bid envelopes to the BAC Chairman;
- iv. The proprietor/manager/secretary/duly designated liaison officer of the firm, are the only appropriate persons who will be acknowledged by the BAC in all the procurement process; Furthermore, based on the Memo dated July 24, 2015, the BAC can now view the authorized liaison officer of the contractor submitting its bid from the contact person verification function of the CWR to prevent unauthorized submission of bids.
- v. Based on Article VIII, Sec. 25 of R.A. 9184 that the Bids shall be received by the BAC on such date, time and place specified in the invitation to bid. The deadline for the receipt of bids shall be fixed by the BAC, giving it sufficient time to complete the bidding process and giving the prospective bidder's sufficient time to study and prepare their bids. The deadline shall also consider the urgency of the procurement involved. Bids submitted after the deadline shall not be accepted.

Questions and Comments from Bidders and Responses of BAC and Other DPWH Officials:

- *Engr. Ariate asked if the length of the guardrails was not specified.*
- *Engr. Piape, BAC Chairman, responded that it does not matter as long as it will equal to 500.*

**Agenda 2: Other  
 Matters Discussed**

- The BAC Chairman informed the bidders:
  - a) That the bid security may be in the form of bid securing declaration duly notarized.
  - b) That failure to submit the complete list/details of the equipments/technical personnel pledge to the proposed contract will be a ground for post-disqualification; (forms of which could be obtain from the website or at the BAC office); and also, on DO #58 S. of 2012; it states that Inclusion of Material Data on the Pledged Equipment of the bidder in his Bid Documents is a requirement. Failure to comply with the said requirement will result in the bidder's automatic post-disqualification for award of contract & forfeiture of its bid security.
  - c) All bid proposal should be properly paginated, tabbed by its content name and hard-bounded;
  - d) In view of DO #151 Series of 2016 prescribing the use of DPWH Procurement Manual dated June 2016, all participating bidders urge to use A4 size bond paper for the Technical and Financial Documents (duly accomplished forms) as specified in the Bidding Documents (BD's) in two (2) separate sealed bid envelopes to the BAC Chairman;
  - e) The proprietor/manager/secretary/duly designated liaison officer of the firm, are the only appropriate persons who will be acknowledged by the BAC in all the procurement



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Minutes of Meeting

process; Furthermore, based on the Memo dated July 24, 2015, the BAC can now view the authorized liaison officer of the contractor submitting its bid from the contact person verification function of the CWR to prevent unauthorized submission of bids.

- f) Based on DO #129 S.2014, that approved Construction Safety and Health Program (CSHP) duly received by DOLE shall be the basis for the processing & approval of the Contract. No claims by the contractor (Advance Payment for first Billing) shall be processed and paid without the submission of the approved CSHP duly concurred by the DOLE.
- g) Revision of checklist for the bidding documents as per Memorandum dated July 24, 2015, submission of the following documents during the opening of Bids for eligibility processing shall no longer be required: 1.) Class "A" documents enumerated in Sec. 23.1 of the IRR of RA 9184 as part of the Technical envelope, considering that these should have been previously submitted to the Procurement Service and are captured in the Contractor's Information (CI) which is already accessible to RO's & DO's. Submission of the Class "B" document shall continue to form part of the technical envelope; 2.) Certificate of Registration of Contractor (CRC); and 3.) Contractors Information (CI).
- h) Based on Article VIII, Sec. 25 of R.A. 9184 that the Bids shall be received by the BAC on such date, time and place specified in the invitation to bid. The deadline for the receipt of bids shall be fixed by the BAC, giving it sufficient time to complete the bidding process and giving the prospective bidder's sufficient time to study and prepare their bids. The deadline shall also consider the urgency of the procurement involved. Bids submitted after the deadline shall not be accepted. Consequently, the new schedule of purchasing of bid documents is until 9:00 A.M for Civil Works Projects and 12:00 NN for Goods and Services Projects.
- i) Based on Section 21.2 (IRR of R.A. 9184) that Two (2) years after the effectivity of this IRR, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reason shall continue to publish its advertisements in a newspaper of general nationwide circulation.
- j) GPPB resolution No. 21-2017, Section 38.2, however, for purposes of expediency, economy and efficiency, as determined by the BAC, specific procurement activities may be held on a Saturday, Sunday, non-working day or holiday; provided, that the BAC, secretariat and TWG members, shall be available on such date, and the appropriate supplemental/bid bulletin is issued and posted pursuant to the posting requirements embodied in section 22.5.3 of this IRR.
- k) Based on D.O. 127, Series of 2018 "Strict Application of R.A. 9184 in the Conduct of Post-Qualification of Bidders with Delayed On-going Contracts with the DPWH." 1. Verification & validation of contractor's SLCC; 2. Verification & validation of key technical personnel; 3. Verification, validation, inspection of capabilities of major



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**


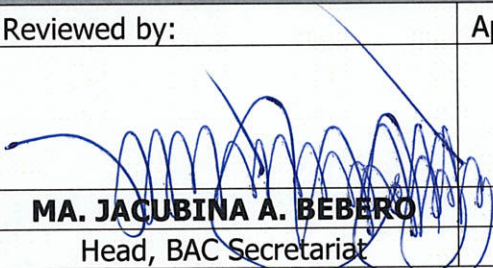

**PRE-BID CONFERENCE**  
 Minutes of Meeting

	<p>equipment units; 4. Checking of performance of on-going contracts; 5. Checking results of CPES.</p> <p>l) Unnumbered Memo dated August 22, 2018: Submission of List of Contractors with Deficiencies enumerated under Section 34.3.b.ii of the 2016 Revised IRR of R.A. 9184.</p> <p>m) GPPB Resolution 03-2018 (Approved March 9, 2018). The Minutes of the Pre-Bid Conference shall be made available not later than 5 calendar days after the PBC and shall be posted at the website of the procuring entities. Refer to: GPPB Circular 02-2018 and DPWH DMC # 41-2018.</p> <p>n) Unnumbered Memorandum dated April 11, 2018: Temporary Suspension of Accreditation of the Citizens Crime Watch (CCW) as Civil Society Organization (CSO) partner of the Department of Public Works and Highways (DPWH).</p>
<p>Summary by BAC of Proceedings, including Supplemental/Bid Bulletins to be issued</p>	<p>The BAC Chairman informed everyone that the BAC will issue a Supplemental/Bid Bulletin just in case there will be a modification, thus, he advised all prospective bidders to always check the PhilGEPS and DPWH websites for any information, changes or updates.</p>
<p>Adjournment</p>	<p>There being no other remaining subjects for discussion, the Pre-Bid Conference adjourned at 10:29 A.M.</p>

**Assignments to be validated in the next meeting:**

Item	Assignment	Person-in-Charge	Status <i>(to be accomplished in the next meeting)</i>
1	N/A	N/A	N/A

**Review and Confirmation:**

Prepared by:	Reviewed by:	Approved by:
 <b>SAMSON S. ATICO, JR.</b> Member, BAC Secretariat	 <b>MA. JACUBINA A. BEBERO</b> Head, BAC Secretariat	 <b>ROMMEL A. PIAPE</b> BAC Chairman



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

Title/Description:

**PRE-BID CONFERENCE**  
 Attendance Sheet

Date:	Started:	Adjourned:	Venue:
May 16, 2025	10:18 AM	10:29 AM	BAC Conference Room, DPWH – Surigao del Norte 2 <sup>nd</sup> District Engineering Office, Surigao City

	Name	Position/Office	Sex	Signature
1.	PIKOB, MA.			
2.	CAPULO, A.C.	E-II	M	
3.	Antonio L. Paro	AO-III	M	
4.	Nesah Dagaw	E-II	F	
5.	P. ANTON	E-II	M	
6.	MA. JACINTA A. PEBERO	E-II	F	
7.	SAMSON S. ATICO JR	ENGR -II	M	
8.	WYNLYN C. LANCM	ENGINEER/TECH	F	
9.	REBANSON M. COMANBANG	ASST-ENGR	M	
10.	RETO A. EXERA M	E-II	M	
11.				
12.				
13.				
14.				
15.				
16.				
17.				



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Quality Management System

**Title/Description:**

**PRE-BID CONFERENCE**  
 Attendance Sheet

Date:	Started:	Adjourned:	Venue:
May 16, 2025	10:18 AM	10:29 AM	BAC Conference Room, DPWH – Surigao del Norte 2 <sup>nd</sup> District Engineering Office, Surigao City

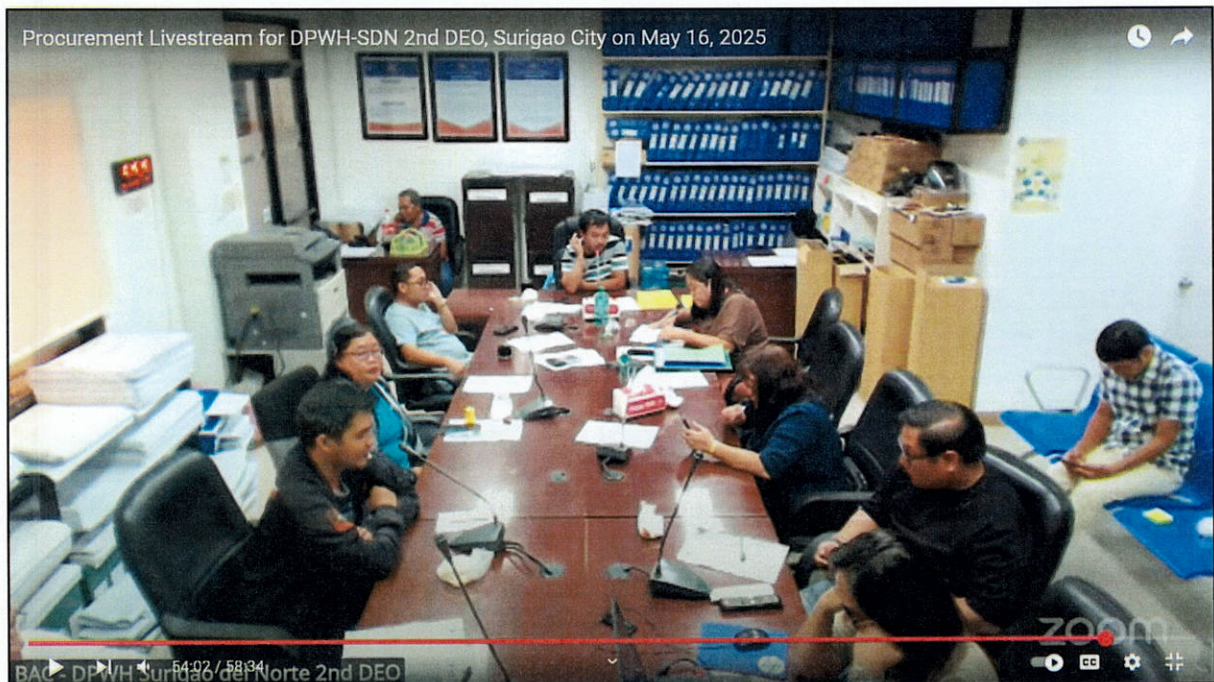
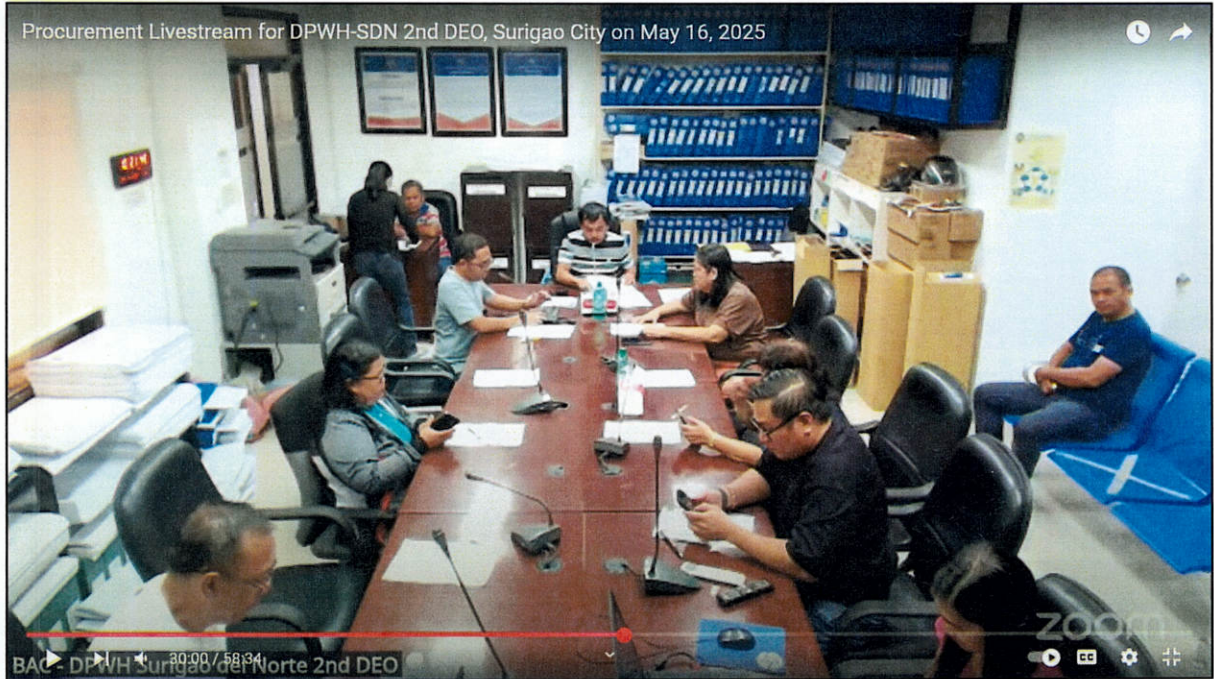
	Name	Position/Office	Sex	Signature
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SURIGAO DEL NORTE 2ND  
DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE XIII  
Gov. Jose C. Sering Road, Surigao City

**PHOTOS OF THE PRE-BID CONFERENCE**





Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SURIGAO DEL NORTE 2<sup>ND</sup>**  
**DISTRICT ENGINEERING OFFICE**  
 Surigao City, Region XIII



## INVITATION TO OBSERVERS

May 9, 2025  
 Date

**LORENZ G. BAGAYAS**  
 State Auditor – III  
 DPWH -2<sup>nd</sup> District Engineering Office  
 Surigao City

**REACH FOUNDATION**  
 SURIGAO RURAL ENTRPRS ASSISTANCE CENTER FOUN. INC.  
 0646 M. Ortiz Street, Surigao City (E-mail: reachfdn@gmail.com)

**MELVA P. GARCIA**  
 President, Surigao Chamber of Commerce and Industry, Inc.  
 Surigao City

Sir/Madam:

We are please to inform and invite you about the following Procurement Activities, to wit:

- 25NG0003(G)/PROCUREMENT OF ROAD SAFETY DEVICES FOR TRAFFIC SERVICES MAINTENANCE TO BE USED BY MAINTENANCE SECTION FOR THE REPAIR/MAINTENANCE OF NATIONAL ROAD AND BRIDGES.  
 (ABC : P 15,000,000.00) 15 CD**

Below is the schedule of activities:

<u>DATE</u>	<u>PARTICULARS</u>	<u>TIME/PLACE OF ACTIVITIES</u>
May 16, 2025 (Friday)	Pre-Bid Conference	10:00 am at DPWH-BAC Conference Room
May 28, 2025 (Wednesday)	Submission of Bids	12:00 noon at DPWH-BAC Office
May 28, 2025 (Wednesday)	Bid Opening	2:00 pm at DPWH-BAC Conference Room
May 29 – 30, 2025 (Thursday - Friday)	Bid Evaluation	10:00 am at DPWH Conference Room
June 2 - 3, 2025 (Monday - Tuesday)	Post Qualification	10:00 am at DPWH Conference Room

You may attend the Pre-bid Conference and Bid Opening through videoconferencing via Zoom application using the following details: Meeting ID: 671 153 3492, Password : v4k4f4 or you may visit our official Youtube channel [www.youtube.com/@DPWH.SDN2.DEQ](http://www.youtube.com/@DPWH.SDN2.DEQ).

For any queries please do not hesitate to contact our Head of the BAC-Secretariat, Engr. Ma. Jacobina A. Bebero through contact no. 0907 348 7133.

Thank you very much.

**ROMMELA. PIAPE**  
 Asst. District Engineer  
 BAC – Chairman

SCCI  
 Read by: *[Signature]*  
 Date/Time: May 9, 2025  
 10:42 AM





Ma. Jacobina Bebero <dpwhsdn2bac@gmail.com>

## Invitation to Observers

1 message

Ma. Jacobina Bebero <dpwhsdn2bac@gmail.com>  
To: "Reach FOUNDATION, INC. Surigao" <reachfdn@ymail.com>

Wed, May 14, 2025 at 1:07 PM


Good day!

Sir/Ma'am,

Please see attached file/s of the abovementioned subject. Thank you.

Very truly yours,

MA. JACUBINA A. BEBERO  
Engineer - II  
Head, BAC Secretariat  
DPWH - Surigao del Norte 2nd DEO, Surigao City

 Invitation to Observers - 25NG0003 (G).pdf  
380K