



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Caraga Administrative Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES

MINUTES OF THE BID AND AWARDS COMMITTEE (BAC) PRE-BID CONFERENCE FOR THE PROCUREMENT OF ESTABLISHMENT OF STORAGE FACILITY CONDUCTED ON AUGUST 11, 2023 AT THE OFFICE OF THE PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (PENRO)TINIWISAN, BUTUAN CITY

In Attendance:

BAC Vice-Chair - Ms. Sarah P. Parejo
BAC Member - Ms. Virginia G. Lausa
BAC Member - Michael Moreno
BAC Member - Emma M. Balasico
BAC Member - Aniana Radaza
BAC Member - Chiqui Bayutas
BAC Secretariat - Princess Mavien D. Flores
Procurement Head- Liza B. Torralba
BAC TWG – Jobert Awa
BAC TWG - Irene O. Cadiz
BAC TWG – Ryan Reth Reyes

Observer/Bidders:

Jocelyn A. Nualla – Poliran Builders
Grace Garcia – Zeart Construction
Renante Sejalan – Joan Construction
John Kenneth R. Berro - Sheer Construction
Benjamin B. Gampang - Tesar Builders

End Users:

Hernan P. Ramirez
Angelyn G. Abarca
Claro F. Licayan

Conference Proper:

The Pre-Bid Conference for the CENRO-Tubay Procurement of Establishment of Storage Facility project kicked off at 3:31 PM, led by Chief, Management Services Division (MSD) and BAC V-Chair, Ms. Sarah P. Parejo. Ms. Parejo opened the conference, officially starting the proceedings.

Proceedings:

- **Reading of Project Specifications**
Procurement Officer Liza Torralba presented and read aloud the comprehensive project specifications, clarifying the project's scope, objectives, and timeline. It was highlighted that the project is expected to be completed within 84 days.
- **Presentation of Project Visuals**
Visual aids, including project plans and images, were displayed to provide bidders with a visual understanding of the project's scope and requirements.
- **Site Visit and Certificate of Site Visit**
Prospective bidders were informed of the opportunity to visit the site through a posted notice. The site, conveniently situated near the CENRO Tubay office, was accessible for visits. While direct assistance was not arranged, bidders were advised to liaise with the office to arrange their site visits and acquire a Certificate of Site Visit following the Pre-Bid Conference, held at 3:31 PM. Bidders are encouraged to personally explore the site to aid in their assessment.
- **Discussion of Window Type Awning Specification**
The specification for the window type awning was discussed, and a consensus was reached to divide the 1x1 meter window into four parts of awning windows. This decision aims to enhance the window's durability against weather conditions and frequent opening and closing. The representative from Tesar Builders- Benjamin B. Gampang emphasized that 1x1 meter window casings are not available in the market and might not be advisable to use.

- **Contractors' Responsibility for Permit Expenses**

Ms. Sarah P. Parejo noted that contractors are responsible for the expenses related to securing permits.

- **Queries and Concerns from Bidders**

A query was raised by a representative from Zeart Construction (Grace Garcia) regarding the 84-day timeline. Concerns were expressed that this timeline might be too limited, considering the time required for securing permits. Ms. Garcia mentioned that obtaining permits alone could take a month.

- **Alignment of Project Documents**

Concerns were raised about discrepancies between the Program of Works (POW), Project Plan, and other project documents. These inconsistencies may lead to challenges with the Bill of Quantities, design, and perspectives. It was acknowledged that corrections might be necessary to ensure accurate alignment. Additionally, the inclusion of a Motorized Roll Up and Down door in the design was noted.

- **End-User Input and Requests**

Ms. Sarah P. Parejo discussed the responsibility of securing building permits. Initially, the End-User OIC CENRO Hernan P. Ramirez stated that the plan must be strictly followed. However, after deliberation, the BAC Members agreed to remove the responsibility of securing the building permit from the contractor. Instead, the awarded bidder or contractor will assist or facilitate in securing the permit, with the cost of the permit to be shouldered by the end-user.

- **End-User Inquiry and Request for Detailed Plans**

BAC members instructed the End-User to contact the Forestry Management Bureau (FMB) to inquire about and request detailed plans for the project necessary to secure permit, particularly on Building Permit.

Announcement:

Bids must be duly received by the BAC Secretariat through physical submission (printed copies) at the office address on or before August 23, 2023, 12:00 PM.

Bid Opening:

Bid Opening shall be on August 23, 2023, 3:00 PM at the same address.

All Bids should be addressed to:

FE C. DACUMOS
DMO-Chair, Bids and Awards Committee
DENR-PENRO Agusan del Norte
Tiniwisan, Butuan City


Conclusion:

The CENRO-Tubay Storage Facility Pre-Bid Conference, led by Ms. Sarah P. Parejo, offered project insights and addressed inquiries on specifications, permits, and site visits. End-Users were directed to liaise with the Forestry Management Bureau (FMB) for detailed plans, and the collaborative session concluded at 5:10 PM, fostering transparent procurement for the facility.

I hereby certify the accuracy of the above proceedings.


PRINCESS MAVHENO D. FLORES
BAC Secretary

Noted:


SARAH P. PAREJO
BAC V-Chair