



Department of Justice  
Bureau of Corrections  
**San Ramon Prison and Penal Farm**  
*Barangay Talisayan, Zamboanga City, 7000*



**MINUTES OF PRE-BID CONFERENCE FOR THE  
REPAIR OF EDUCATION BUILDING ROOFING CY 2019  
ON April 04, 2019 AT SRPPF,  
ZAMBOANGA CITY STARTED 09:00 AM – SRPPF WALL CLOCK**

**I. Attendance:**

**Bids and Awards Committee**

|                              |                   |
|------------------------------|-------------------|
| CTSUPT Mardy L. Lee          | Chairperson       |
| CSINSP. Julius E. Pareja     | Vice- Chairperson |
| CCINSP Virgilio Javate       | Member            |
| CINS Rommel Campilis         | Member            |
| CSO4 Mario D.R De Monteverde | Member            |
| CTSO3 Ma. Edna De Mesa       | Member            |
| CTO3 Maico M. Garcia         | End-User          |

**BAC Secretariat:**

|                             |                  |
|-----------------------------|------------------|
| CINSP Catherine Capanang    | Chairperson      |
| CTO3. Sephura C. Narvaez    | Vice-Chairperson |
| CO2 Jerome M. Rojas         | Member           |
| CO2 Floringaile A. Daquinag | Member           |

**Technical Working Group:**

|                             |              |
|-----------------------------|--------------|
| CSO4 Albert Posadas         | -Chairperson |
| CSO4 Rogelio T. Alvarez Jr. | Member       |
| CO3 Roel Sumogod            | Member       |
| CO2 Manuel A. Quinto        | Member       |
| CO1 Arlene N. Fidel         | Member       |

**Prospective Bidder:**

Sali Construction  
1. El-Shal S. Sali

**II. Call to Order**

The PRE-BID Conference of Education Building Roofing Repair CY 2019 was presided by, CTSUPT. Mardy L. Lee BAC-Chairperson. CTSUPT Mardy L. Lee acknowledged the presence of the BAC, TWG and BAC Sec. and Prospective Bidders.

There was no observer from invited agencies namely Chinese Chamber of Commerce, Department of Justice, Commission on Audit, and Knight of Columbus.

### III. Highlights of the Meeting

1. The approved budget for the Contract (ABC) is One Million Sixty Five Thousand Three Hundred Seventeen and (51/100) Pesos (₱1, 065,317.51).
2. The BAC and the TWG explained and tackled the checklist one by one with the prospective bidder.
3. Can the prospective bidder provide a bid-securing declaration and the prospective bidder responded yes.
4. The BAC asked if the prospective bidder can provide affidavit or Site Inspection Certificate and much better if the prospective bidder can provide the said two documents.
5. The BAC and the END User clarify the concerns of the Prospective bidder.
6. The electric usage of the winning bidder will provide a sub-meter.
7. The Electric usage will be included in the contract.
8. After the Pre-Bid Conference there will be a site inspection on the education Building.
9. NO PsDL Workers will be allowed to work in the said Project.
10. The BAC asked to the prospective bidder if the bidder can provide a good quality service. The prospective bidders answered that he can and I will follow the specifications given by the Procuring Entity.
11. The BAC required the winning bidder that the workers will be having a uniform for all civilian workers, the agreed uniform color is GREEN.
12. The winning bidder and its workers will be oriented on the Prison Rules and Regulations and other policies with regards in the security aspects of the BUCOR.
13. The Bidders asked how the procuring entity can ensure that the construction equipment's and tools will be secure and safe.
14. The BAC responded that the winning bidder must provide padlocks for the safekeeping of the equipment, the AOR will be cordon and the area will be provided with CCTV Cameras.
15. The BAC asked the prospective bidder if how many civilian workers will be in the said project. The prospective bidder responded around 10 workers.
16. The procuring entity will require the winning bidder to held inventory of the metals/steels during, before, and after the project, for security reasons.
17. As agreed by the BAC and Bidder that during the construction of the project the delivery of construction materials inside the maximum camp is only 8: 00am to 4:00pm.
18. The color of the roof is color GREEN for uniformity with the existing roofing inside of the camp.
19. Compliance of Technical Specifications on Section VI of Bidding Documents

### IV. Adjournment

Since there were no other issues/concerns, the Pre-bid conference was officially put to a close at 10:19 A.M.

Prepared by:

**Jerome M. Rojas**  
BAC Secretariat

Approved by:

  
**CTSUPT MARDY L. LEE, RMT, MD, MDM, FICS**  
BAC-Chairperson