



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Araneta Street, Singcang, Bacolod City  
Philippines 6100  
TIN 0000-784-336

**REGIONAL BIDS AND AWARDS COMMITTEE**  
**Minutes of the Prebid Conference**  
**REHABILITATION OF TRICHOGRAMMA LABORATORY**

Date: July 5, 2019; 9:30 a.m.

Location: RD&E Conference Room, SRA, Bacolod

**In attendance:**

*From the Regional Bids and Awards Committee*

Atty. Ignacio Santillana, Chairperson

Wilfredo Monares, Vice Chairperson

Rosario Te, Regular Member

Ma. Lourdes Dormido, Regular Member

Rosario Motus, Regular Member

Normel Fajarito, TWG

Berwin Buenconsejo, Alternate TWG

Lourdes Almodiente,, End-user/Provisional Member

*From the RBAC Secretariat*

Maria Lucia Sanchez

Ceres Pedrosa

*Prospective Bidders*

Romber Construction and General Merchandise-Mary Jane Acebedo

Silver Dragon Construction and Lumber and Glass Supply-Abraham Salazar

RISM Builders & Construction Services Inc. -Chenny Villanueva

TMTC Construction and Supply-Reyna Delgado

- I. **Call to order:** at 9:30 a.m. presided by RBAC Chairperson Atty. Ignacio Santillana who acknowledged prospective bidders present.
- II. Prospective bidders were provided with a complete checklist of the Eligibility and Technical Documentary Requirements.
- III. RBAC Chairman Atty. Ignacio S. Santillana discussed each requirement and gave emphasis of the following:
  - Documents listed in Annex A of the PhilGEPS registration should be submitted during bid opening if already expired.
  - Secretary's Certificate for signatory of documents and a Special Power of Attorney for the representative should be submitted.
  - Notarized documents should be compliant with notarial law; Community Tax Certificates are not acceptable as "competent evidence of identity" and will be a ground for disqualification; fly-by-night notaries should be avoided.
- IV. Prospective bidders were given an opportunity to make inquiries regarding the requirements presented but no questions were raised.

V. Other clarifications included the following:

- Recommendation to submit a USB flash drive for financial documents aside from the hard copy
- Certificate of Site Inspection to be included in the Technical documents
- Four copies of the bid documents are to be submitted; one original and three photocopies

VI. The prospective bidders requested to offer discounts, to be deducted from the total bid price, but the Committee denied the request to eliminate the revision and resubmission of the Detailed Estimates and Bill of Quantities since the discount will also be applied in the items in the Detailed Estimates and the Bill of Quantities.

VII. Declaration of adjournment by the RBAC Chairperson

With no other matters to discuss, Atty. Ignacio Santillana declared the conference adjourned at 10:30 a.m.

Prepared by:

  
**MARIA LUCIA C. SANCHEZ**  
RBAC Secretariat Head

Noted:

  
**ATTY. IGNACIO S. SANTILLANA**  
RBAC Vice Chairperson