



**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING  
26 November 2020**

**Venue** : DENR-CO Main Building and via Google Meet  
**Date/Time** : 26 November 2020, Thursday  
9:30 AM onwards  
**Agenda** : Pre-Bid Conference for the Consulting Services for the Structural Audit and Detailed Engineering of the Main Building of the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No DENR-CO-2020-021

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

Atty. Norlito A. Eneran	Vice Chairperson
Engr. Gilbert C. Mondroy	Member
Engr. Guillermo V. Estipona, Jr.	Provisional Member/End-User

**BAC Technical Working Group**

Atty. Anthony Raymond M. Velicaria	Head, TWG
Ar. Katrina Carla I. Catapang	Member

**BAC Secretariat**

Dianne G. Ibias	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Ma. Rosario T. Santiago	Member
Lia Cassandra A. Logmao	Member
Alleli G. Vergara	Member

Other office staffs

## Attendance of Prospective Bidder/s

### Prospective Bidder/s

### Representative/s

*Consulting Services for the Structural Audit and Detailed Engineering of the Main Building of the Department of Environment and Natural Resources-Central Office (DENR-CO)*

1. Enrique O. Olonan and Associates

1. Ms. Miriam L. Bertumen

## II. CALL TO ORDER

The meeting was called to order at 9:30 AM and presided by the Vice Chairperson, to discuss the agenda stated above.

## III. ROLL CALL

The BAC Secretariat called the roll and informed the Vice Chairperson that three (3) members are present which constitute a quorum. The Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

## IV. SALIENT FEATURES OF DISCUSSION

### **Pre-Bid Conference for the Consulting Services for the Structural Audit and Detailed Engineering of the Main Building of the Department of Environment and Natural Resources-Central Office (DENR-CO)**


- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, Enrique O. Olonan and Associates represented by Miriam Bertumen.
- Before the discussion started, the prospective bidder affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
  - Invitation to Bid
  - Instruction to Bidders
  - Bid Data Sheet
  - General Conditions of the Contract
  - Special Conditions of the Contract
  - Eligibility Documents
    - Legal, Technical and Financial Requirements
    - Documentary Requirements for Post-Qualification
  - Schedule of Requirements & Technical Specifications
    - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
  - Bidding Forms

- How to properly fill-up the required forms.
- Recommended format of the Secretary's Certificate
  - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
- Checklist of Requirements

**V. ADJOURNMENT**

There having no matters to discuss, the BAC meeting was adjourned at 11:30 AM.

Prepared by:

  
DIANNE G. BIAS  
OIC-Chief, Procurement  
Management Section

Noted by:

  
ATTY. NORLITO A. ENERAN, CESO III  
Director, Legal Affairs Service &  
Chairperson, Bids & Awards Committee