



Republic of the Philippines  
**National Irrigation Administration**  
MIMAROPA REGIONAL OFFICE  
MINDORO ORIENTAL-MARINDUQUE-ROMBLON IRRIGATION MANAGEMENT OFFICE  
BAYANAN II, CALAPAN CITY, ORIENTAL MINDORO

## MINUTES OF PRE-BIDDING CONFERENCE

**PRESENT:**

DANIEL ANGELO M. MALABANAN  
JINKY M. MAÑEBO  
AILYN E. AQUINO  
REDEN C. ALMAZAN  
ZEUS M. DOLOR  
BRIEN ALDRIN D. LAYGO  
ELYNAH ROSEYELL M. MISTIOLA  
MARES M. BALAHADIA  
JOHN RHEY H. OPRIDO  
MACRINNE JANE M. MALABANAN  
ELLEN T. DINGLASAN  
MARIE JOY C. MADRIGAL  
YVES K. MANALO  
ANGELICA MENDOZA  
RHEA G. ELIO  
MA. VICTORIA ORGANO

BAC Chairperson (online)  
BAC Vice Chairperson (online)  
BAC Member (online)  
BAC Member  
BAC Member (online)  
TWG Head  
TWG Member  
TWG Member  
TWG Member  
TWG Member (online)  
BAC Secretariat – Head  
BAC Secretariat – Member  
BAC Secretariat – Member  
BAC Secretariat – Member  
Althaea Enterprises  
Houston Hydrotech Products & Systems, Inc.

**ABSENT:**

MA VIOLA AIKO M. MATIBAG  
RIZZA ANNE A. BERNARDO

BAC Member  
TWG Member

The pre-bidding conference for **Repair of Pula RIS (Socorro) CY 2023, Construction of Mahabang Parang II SPIP CY 2023 and Repair of Macatoc CIS CY 2023** was held at the Conference Room of NIA MIMAROPA REGIONAL OFFICE, Bayanan II, Calapan City, Oriental Mindoro at **10:00 A.M. on March 27, 2023** presided by the BAC Chairperson.

• **CALL TO ORDER**

- The presiding officer announced the title and contract number of the project to be discussed during the pre-bidding conference for the information of the BAC Members and the other attendees of the meeting.
- Then, it was followed by the roll call of the attendance by the BAC Secretariat Head.
- The meeting was attended by the BAC Members, TWG, Secretariat, and two representatives from two prospective bidders.

• **MAIN BUSINESS**

- The attendees of the meeting are both interested to participate in the public bidding for the Construction of Mahabang Parang II SPIP CY 2023 and the ITB for the said project was read by the TWG Member.
- The Checklist was flashed on the screen and was read and explained by the TWG Head.
- He also showed through screen sharing the prescribed format for the documents required during the opening of bids.
- The Bid data sheet was also flashed wherein the TWG Head enumerated the manpower and equipment required for the completion of the project.
- The TWG Member reminded the participating bidders to attached the supporting documents such as NOA, Contract NTP and most importantly is the Certificate of Acceptance.
- She also reminded to attach the Certificate of Work Accomplishment for their ongoing projects.
- The guidelines from GPPB for the SLCC was mentioned by the TWG Member.

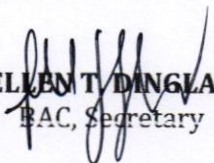
• **CLARIFICATIONS**

- The representative from Althaea Enterprises inquired about the drilling rig that they will commit for the project which is fabricated and the document that they hold as


proof of ownership is the Mayors Permit. She inquired about the documents to be attached.

- The TWG Member replied that they should attach the Certificate of Availability, Lease Agreement and any proof of ownership.
  - It is agreed that they may attach the Mayors Permit as proof of ownership.
  - The representative from Houston Hydrotech Products & Systems, Inc. asked if site visit is required to join the public bidding in which the TWG Member replied that it is no longer required.
- **ADJOURNMENT**
    - For having no other matters to be discussed, the pre-bidding conference was adjourned at 10:28 AM.

Prepared by:

  
**ELLEN T. DINGLASAN**  
BAC, Secretary

Noted by:

  
**DANIEL ANGELO M. MALABANAN**  
BAC Chairperson