

Republic of the Philippines  
OVERSEAS WORKERS WELFARE ADMINISTRATION

**BIDS AND AWARDS COMMITTEE**

**Pre-Bid Conference for the Bidding for One (1) Lot – Supply and Installation of PVC Laminated Gypsum Ceiling Board**

**MINUTES OF THE MEETING**

10<sup>th</sup> Floor, OWWA Conference Room  
May 03, 2019

**I. Attendance**

Present: DA Josefino I. Torres - Chairperson  
Atty. Robert R. Chuan - Regular Member  
Engr. Gerardo S. Gatchalian - Provisional Member  
Mr. Allan P. Almodiel - TWG  
Mr. Martel R. Dasayon - Regular TWG

**Secretariat:**

Mr. Ronald A. Mina - Head, BAC Secretariat  
Ms. Nimfa C. Unica - Member, BAC Secretariat  
Mr. Juan M. Parco, Jr. - Member, BAC Secretariat  
Mr. Vincent E. Co - Member, BAC Secretariat  
Ms. Jenny-Vi A. Boctoy - PPMD Staff  
Mr. Jose Ariel A. Marcos - PPMD Staff  
Ms. Marian Gabrielle F. Pizarra - PPMD Staff

**Prospective Bidder:**

Ms. Jacklyn Balmaceda - MZR Builders

On Official Business:

Dir. Andrelyn R. Gregorio - Vice Chairperson  
Dir. Cristina O. Quismundo - Regular TWG

Absent: Mr. Herminigildo D. Mendoza - Regular Member

**II. Call to Order**

There being a quorum, BAC Chairperson, Josefino I. Torres presided/called the meeting to order at 11:40 a.m.

**III. Highlights of the Meeting**

1. Ms. Jacklyn Balmaceda, representative of MZR Builders, attended the pre-bid conference for the Bidding for One (1) Lot – Supply and Installation of PVC Laminated Gypsum Ceiling Board.
2. The BAC Secretariat led the presentation of the pre-bid orientation.
3. The group proceeded with the open forum.
4. The following issues, concerns and clarifications were discussed:

- Ms. Jacklyn Balmaceda of MZR Builders asked if they can indicate their contracts under General Repair/General Construction projects in the Single Largest Completed Contract (SLCC).
- She requested for copies of drawings/layout plan of the areas covered by the installation of the gypsum ceiling board.
- What is the working schedule and time of the construction workers.
- If there are employees who are in the area covered by the installation of the gypsum ceiling board.
- Arrangement on the electricity and water consumption of the construction workers.
- If there is a provision of storage of construction materials and barracks of the construction workers.


*Technical Specifications*

- Installation Specifications – define Phase 1 and Phase 2; and if both phases can be done simultaneously
  - Is there a specific design/model on the specification of PVC Laminated Gypsum Board
- The BAC and TWG clarified the raised concerns as follows:
    - Mr. Allan Almodiel, member of the TWG, stated that the bidder can state in the SLCC their contracts under General Repair/General Construction projects as long as there are ceiling works.
    - Access to drawings are available on inspection and tests conducted by the Supplier.
    - If the installation work would be noisy, it could be conducted during night time. And if there is less noise, it would be conducted during day time.
    - There are employees outside of the area where the gypsum ceiling board will be installed.
    - Engr. Gerardo Gatchalian, BAC Provisional Member, stated that OWWA will provide the electricity and water needs of the construction workers.
    - Engr. Gatchalian stated that the construction materials can be stored within the working area. The said area will also serve as the barracks of the construction workers.
    - Phase 1 covers Room nos. 102, 104, 105, while Phase 2 covers Room nos. 201 and 202. Phase 1 installation must be finished first before proceeding with the Phase 2 installation.
    - The required specification for the gypsum board is PVC laminated gypsum ceiling board, white 60cm x 60cm, 12mm-15mm thickness on powder coated T-Runner. The bidder should include a swatch of their designs in their bid proposal. The submitted design is for approval of the End-User.
    - Mr. Almodiel stated that they will add Room 105 on Phase 1.
    - The Chairperson reminded the bidder that the deadline of submission of bid envelopes is on May 15, 2019, 10:00 a.m.
    - Clarifications stated on the instructions to bidders and technical specifications would be edited and placed on the Supplemental Bid Bulletin.
5. After the discussion, the Chairperson directed the BAC Secretariat to prepare the Supplemental Bid Bulletin concerning the changes in requirements.

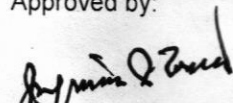
IV. **Adjournment**

There being no other matters to discuss, the Chairperson adjourned the meeting at 12:01 p.m.

Prepared by:

  
RONALD A. MINA  
Head, BAC Secretariat

Approved by:

  
JOSEFINO I. TORRES  
BAC Chairperson

