



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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Bids and Awards Committee – Goods and Services

**MINUTES OF THE PRE-PROCUREMENT CONFERENCE**  
May 14, 2023

**ATTENDANCE:**

1. Judith V. Romaguera	BAC Chairperson (Goods and Services)
2. Wilson H. Inding	BAC Vice-Chairperson (Goods and Services)
3. Sonia Y. Uy	BAC Member (Goods and Services)
4. Grace T. Dela Cruz	BAC Member (Goods and Services)
5. Giparel B. Elumba	BAC Member (Goods and Services)
6. Arcelita B. Zamoras	Proponent (virtual)
7. Jessie E. Elacan	Head BAC Secretariat
8. Ethyl Kimberly S. Labadan	Assistant Head BAC Secretariat
9. Noriza Jean L. Daga	BAC Staff

**A. Call to Order and Declaration of Quorum**

The pre-procurement conference for the project **Board and Lodging for the Training of Trainers on Teaching Using Filipino Sign Language (FSL)** with an Approved Budget of Six Hundred Eighty-Five Thousand Eight Hundred Pesos & 00/100 (P685,800.00) was called to order at 1:00 in the afternoon presided by ASDS Judith V. Romaguera, Chairperson, Bids and Awards Committee-Goods and Services. She then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum.

**B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference**

The proponent, EPS Arcelita B. Zamoras presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). She emphasized that the training composes of two (2) batches in which scheduled will be determined after the procurement.

**C. Discussion**

It was discussed that even though the approved budget of the contract is below One Million Pesos (Php 1,000,000.00), in order to facilitate a quality and efficient implementation of the program the BAC agreed to conduct a competitive bidding.

The timeline of the procurement is also discussed with the determination of the date of post qualification evaluation.

There being no matters to discuss, the meeting adjourned at 1:40 in the afternoon.

Prepared:

Noted:

**JESSIE E. ELACAN**  
Head, BAC Secretariat

**JUDITH V. ROMAGUERA, CESO VI**  
Chairperson, BAC (Goods and Services)





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Bids and Awards Committee – Goods and Services

**MINUTES OF THE PRE-BID CONFERENCE**  
June 27, 2023

**ATTENDANCE:**

1. Judith V. Romaguera	BAC Chairperson (Goods and Services)
2. Sonia Y. Uy	BAC Member (Goods and Services)
3. Grace T. Dela Cruz	BAC Member (Goods and Services)
4. Giparel B. Elumba	BAC Member (Goods and Services)
5. Arcelita B. Zamoras	Proponent
6. Ethyl Kimberly S. Labadan	Asst. BAC Secretariat
7. Nessa May Amante	BAC Staff

*Annex A – (Bidders' Attendance)*

**A. Call to Order and Declaration of Quorum**

The pre-bid conference for the project **Board And Lodging For The Training Of Trainers On Teaching Using Filipino Sign Language** with an Approved Budget of Six Hundred Eighty-Five Thousand Eight Hundred Pesos & 00/100 only (P685,800.00) was called to order at 3:00 in the afternoon presided by ASDS Judith V. Romaguera, Chairperson, Bids and Awards Committee-Goods and Services. It started with a prayer lead by the Regular BAC member, Bids and Awards Committee-Goods and Services, Medical Officer Sonia Y. Uy. ASDS Romaguera, the Chairperson then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum.

**B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference**

The proponent, EPS Arcelita B. Zamoras, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). She emphasized in the batches per conduct whereby there are pax without lodging.

**C. Presentation of the Philippine Bidding Documents (PBD)**

PDO I Ethyl Kimberly S. Labadan, Assistant BAC Secretariat, was requested to present and discuss each section of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the Philippine Bidding Documents.

It was also discussed that the procurement project should be classified under expendable supplies, in which case the bidder must have completed a single contract that is similar to the project equivalent to at **least 50% of the Approved Budget of the Contract (ABC)**.

He puts emphasis on the following:

1. Tabbing of documents shall be required.
2. Sequencing of documents shall be based on the order as presented in the checklist.





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3. Proposals, bids or tenders shall be submitted on or before the deadline set for the dropping of proposals, bids or tenders.
  4. Philippine Bidding Documents (PBD) shall be included or inserted in the envelope of the original copy of the proposal. Each page of the PBD shall be signed to signify that the bidder has read and understood fully the contents of the PBD.

He also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted.

He finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

There being no matters to discuss, the meeting adjourned at 3:30 in the afternoon.

Prepared:

Noted:

**JESSIE E. ELACAN**  
Head, BAC Secretariat

**JUDITH V. ROMAGUERA, CESO VI**  
Chairperson, BAC (Goods and Services)





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**MINUTES OF THE BID OPENING/EVALUATION**

July 10, 2023  
3:00 PM

**Board and Lodging for the Training of Trainers on Teaching Using Filipino Sign Language (FSL)**

ATTENDANCE:

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|------------------------------|--|
| 1. Judith V. Romaguera       | BAC Chairperson (Goods and Services)                   |
| 2. Wilson H. Inding          | BAC Vice Chairperson (Goods and Services)<br>(virtual) |
| 3. Giparel B. Elumba         | BAC Member (Goods and Services)                        |
| 4. Sonia Y. Uy               | BAC Member (Goods and Services)                        |
| 5. Robert I. Poculan III     | Expert Representative                                  |
| 6. Ethyl Kimberly S. Labadan | Assistant BAC Secretariat                              |
| 7. Noriza Jean L. Daga       | BAC Staff  |
| 8. Nessa May B. Amante       | BAC Staff  |
| 9. Jonaluz B. Balansag       | BAC Staff  |

*Annex A (Attendance for Bidders and Observers)*

The bid opening for the project was called to order at 3:45 in the afternoon, presided by SEPS Wilson H. Inding Vice-Chairperson, Bids and Awards Committee (BAC) for Goods and Services.

The bid opening started with a prayer by the regular BAC member, Bids and Awards Committee (BAC) for Goods and Services, Medical Officer Sonia Y. Uy. This was followed by the checking of attendance of the members by PDO Ethyl Kimberly S. Labadan, Assistant BAC Secretariat and the declaration of quorum by the BAC Vice Chairperson. Presence of the prospective bidders and the observers was also acknowledged. SEPS Inding requested the secretariat to proceed with opening the bids.

**B. OPENING AND EXAMINATION OF BIDS**

Approved Budget of the Contract: **Php 685,800.00**

Name of Bidder	Type of Bid Security	Amount of Bid Security	Bid Offer	Remarks
ISAIAS UY & SONS CO. – TOP PLAZA HOTEL	BSD	-	Six Hundred Forty Thousand Eight Hundred Pesos and 00/100 (Php 640,800.00)	PQE

There being no matters left to be discussed the meeting adjourned at 4:15 in the afternoon.

Prepared:

Noted:

**JESSIE E. ELACAN**  
Head, BAC Secretariat

**JUDITH V. ROMAGUERA, CESO VI**  
Chairperson, BAC -Goods and Services

