



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**BOARD AND LODGING FOR THE DIVISION TRAINING OF SCHOOL HEADS
 ON INCLUSIVE EDUCATION AND SPECIAL CURRICULAR PROGRAMS (5
 BATCHES)**

**MINUTES OF THE PRE-BID CONFERENCE
 December 2, 2020**


ATTENDANCE: (See Annex "A")

The pre-bid conference for the project: Board and Lodging for the Division Training of School Heads on Inclusive Education and Special Curricular Programs (5 Batches), was called to order at 3:00 in the afternoon on December 2, 2020, and was presided by the BAC Vice-Chairperson for goods and services, CES-CID Lilia E. Abello through virtual conference.

The conference started with a prayer lead by the BAC Secretariat Head SEPS Wilson Inding and was followed by the presentation of the BAC members, observers and prospective bidder and declaration of quorum by CES-CID Abello.

DISCUSSION	AGREEMENT
<p>Discussion of the ITB of the project by the BAC Secretariat Head SEPS Wilson Inding: Sir Inding discusses the ITB with emphasis on paragraphs 1, 2, 3, 7 and 9 of the ITB.</p>	
<p>Overview of the project and discussion of the terms of reference and technical specifications of the project by the proponent EPS Arcelita B. Zamoras: The project is a two-day live in training with the total of 800 participants divided into 5 batches. It includes 3 meals and 2 snacks per day; 2 days and 2 nights stay for the participants; 2 projectors and 2 screens; strong internet connection; overflowing coffee; and infused water (calamansi, ginger, pipino and the like). Since the highest number of participants in 5 batches, composes of 183 it follows that the venue can accommodate as many as 370 participants in adherence to 50% and social distancing protocols.</p>	

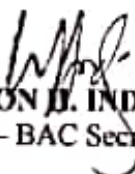



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<p>Discussion of the Philippine Bidding Documents (PBD) and checklist by the BAC Head Secretariat SEPS Wilson Inding: SEPS Inding discusses the key clauses of the PBD such as Section 2 paragraphs 2.1, 5.2, 5.3, 7, 10.2, 18.4, 19 and 20.1 of the PBD. The checklist was also discussed with emphasis on the number of copies, tabbing and the absence of one requirement would result to disqualification. Provision of the PBD with initial signature in every page was also emphasized.</p>	<p>Terms of References will be posted to bid bulletin as well as corrections.</p>
<p>Open Forum; With regards to the proposed dates, whether or not it should be strictly followed.</p>	<p>Considering that the timelines generated by the PhilGEPS the bid opening of the Bid Documents falls the same date with the schedule proposed date of the project it was agreed that the proponent should post in the bid bulletin the final schedule of the training.</p>

There being no matters left to be discussed, SEPS Jessie Elacan motioned for the adjourned of the conference which was seconded by Dr. Sonia Uy on 4:08 in the afternoon.

Prepared by:


WILSON J. INDING
 Head – BAC Secretariat

Noted:


JUDITH V. ROMAGUERA, CESE
 Chairperson (Goods and Services)
 8/21/2020

