



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

Bids and Awards Committee – Goods and Services  
**MINUTES OF THE NEGOTIATION MEETING**  
August 22, 2024

**ATTENDANCE:**

- |                                  |  |
|----------------------------------|--|
| 1. Wilson H. Inding              | BAC Vice-Chairperson (Goods and Services)<br>(virtual) |
| 2. Cheryl V. Ocupe               | BAC Member (Goods and Services)                        |
| 3. Grace T. Dela Cruz            | BAC Member (Goods and Services)<br>(virtual)           |
| 4. Evelyn C. Labad               | Provisional Member/Proponent<br>(virtual)              |
| 5. Edwin O. Curam                | Expert Representative<br>(virtual)                     |
| 6. Arcelita B. Zamoras           | TWG Head<br>(virtual)                                  |
| 7. Atty. Christine Joyce S. Paco | BAC Secretariat Head                                   |
| 8. Mary Grace B. Pajaren         | BAC Staff  |

*Annex A – (Bidders' Attendance)*

*Annex B – (Observers' Attendance)*

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

The negotiation meeting for the project:

**Procurement of Production Studio Equipment for the Establishment of Production Studio in 35 Districts** with an Approved Budget Contract (ABC) of Three Million Twelve Thousand Nine Hundred Pesos & 00/100 (Php3,012,900.00)

was called to order at 03:15 in the afternoon presided by SEPS Wilson H. Inding, Vice Chairperson, Bids and Awards Committee, Goods and Services. He then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer.

This negotiation meeting was attended by two (2) prospective bidders.

**B. Negotiation- Terms of Reference and Technical Specifications**

The presiding officer, SEPS Wilson Inding, discussed that this project was supposed to be procured last year. Unfortunately, due to failure of bids, and in accordance with the provisions of RA 9184, this is currently being procured through Negotiated Procurement under Two Failed Biddings.

The Purchase Request (PR) was then first presented together with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). This project has several items but is equivalent to one (1) contract. The proponent, EPS Evelyn Labad, emphasized that the budget for this project will expire



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by the end of this year, hence, the urgency to complete the same at the earliest possible time.

Suggestions	Agreements
1. In the Purchase Request (PR), the delivery period is specified as twenty (20) days. However, due to the unavailability of some items (e.g. mirrorless camera) that need to be sourced from another country, would it be possible to extend the delivery period to 30-45 or 45-60 days?	<p>Due to the urgency of the project, only a <b>20 to 30-day delivery period</b> is approved.</p> <p>Additionally, <b>partial delivery</b> by the 3rd week of September is expected, as the proponent has an activity during that time and will need to use the items.</p> <p>DMC Enterprises, one of the interested bidders, commits to have partial delivery by 3<sup>rd</sup> week of September.</p>

**C. Negotiation- Checklist**

SEPS Wilson Inding presented the Checklist of Technical and Financial Documents and then opened the floor for suggestions from the bidders.

It was agreed that the following documents are indispensable, hence, are required to be submitted by the bidders:

1. PhilGEPS Registration Certificate
2. Statement of all ongoing Government and Private Contracts
3. Statement of Single Largest Completed Contract
4. Net Financial Contracting Capacity
5. Audited Financial Statement
6. Bid Security (BSD)
7. Warranty Certificate

*\*\*Full details of these mentioned documents are in the PBD.*

The Technical Specifications, namely the Production Schedule and Manpower Requirements, can be dispensed with and can be substituted by the **Statement of Compliance** found in the Philippine Bidding Documents (PBD). However, the Warranty Certificate remains a mandatory requirement.

For the Financial Document, it is replaced with the **Request for Quotation (RFQ)** which was attached in the Invitation for Negotiation.

**D. Other Matters**

It was emphasized that the provisions of the PBD and additional documents posted on the Bid Bulletin should form part of the agreement and that posting on the PhilGEPS website of any supplemental/bid bulletin shall be considered sufficient notice to all bidders.



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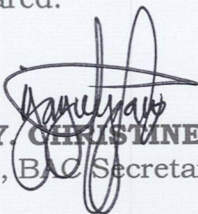
It was also discussed that for both projects the procurement should be classified under non-expendable supplies and services, in which case the bidder must have completed a single contract that is similar to the project/ Single Largest Completed Contract (SLCC) equivalent to at **least 50% of the Approved Budget of the Contract (ABC)**. The 50% SLCC should be that of the ABC per lot.

Also, bidders should have completed, within three (3) years from the submission and receipt of bids, a contract similar to the project.

Suggestions	Agreements
1. Can the cost of bidding documents be reduced to Three Thousand Pesos (Php3,000.00)?	Cost of bidding documents is reduced to <b>Three Thousand Pesos (Php3,000.00)</b> .  <i>Other agreements:</i>  No changes as to schedule for submission of Best Offer.  Leave blank the Statement of Bond at the bottom part of the RFQ since a BSD is already required.  Warranty Certificate format is found in the PBD.

There being no matters to discuss, the meeting adjourned at 4:15 in the afternoon.

Prepared:

  
**ATTY. CHRISTINE JOYCE S. PACO**  
 Head, BAC Secretariat

Noted:

  
**ZYHRINE P. MAYORMITA**  
 Chairperson, BAC (Goods and Services)



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