



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-PROCUREMENT CONFERENCE  
 November 25, 2020**

**ATTENDANCE:** (See Annex "A")

The pre-procurement 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 November 25, 2020, and was presided by the BAC Chairperson for goods and services, ASDS Judith Romaguera through virtual conference.

The conference started with a prayer lead by the BAC Regular Member Dr. Sonia Uy and was followed by the presentation of the BAC members, observers and prospective bidders and declaration of quorum by ASDS Romaguera.

DISCUSSION	AGREEMENT
<p><b>Discussion on the overview of the project buy the proponent EPS Arcelita Zamoras:</b></p> <p>-The activity will be conducted on two (2) days and on five (5) batches on different schedules and with different participants by cluster. Prior to the posting of the purchase request it was discussed to clarify whether to used the ABC 1.9 million or to used the amount already deducted by the 5% GAD funds. It was also discussed that schedule presented in the proposal may be reschedule since the procurement timeline restricts the conduct of the event following the schedule in the timeline.</p> <p>-There is also an issue with regards to the implementation of the program since based on the timeline such schedule will fall at the end of the year.</p>	<p>The proponent agreed to adjust the proposed schedule on what the procurement may warrant.</p> <p>It was agreed to consult and coordinate with the accountant with regards to the implementation of the program.</p>
<p><b>Discussion of the Philippine Bidding Documents by the BAC Secretariat Head SEPS Wilson Inding:</b></p> <p>It was mentioned that it was important to discussed the technical specification and terms of references of the project. Emphasis was given to paragraphs 5, 6,7 and 9 of the Invitation to Bid. Paragraph 5.2, 5.3, 10.2 19.2 and 21.1 of Philippine Bidding Documents. It was also mentioned that in the terms of reference location of the service provider should be situated within Dipolog City.</p>	

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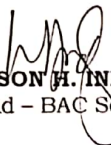
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<p><b>Discussion of the IATF Protocol:</b></p> <p>It was queried if there are service provider who can accommodate the number of participants in the program considering there are protocols to be followed in the conduct of the program.</p> <p>It was also clarified that face to face activity or mass gatherings may be now conducted considering the protocol should be followed and permission from the authority is acquired.</p> <p>It was motioned that requirement of medical certificate from the regional health unit should be submitted by the training participants.</p>	<p>It was agreed that participants should be required to bring their medical certificate during the conduct of the activity. And this should be included in the memorandum to be issued by the proponent.</p>
<p><b>Discussion on the Terms of Reference</b></p> <p>The proponent requested that the venue of the activity should have:</p> <ul style="list-style-type: none"><li>• Strong wifi connection</li><li>• Fully airconditioned</li><li>• Availability or provision of screen and projector</li><li>• Overflowing Coffee</li><li>• Availability of infused water</li></ul>	<p>It was agreed that the proponent would submit the list of technical specifications and terms of reference for the project.</p>

Prepared by:

  
**WILSON H. INDING**  
Head – BAC Secretariat

Noted:

  
**JUDITH V. ROMAGUERA, CESE**  
Chairperson (Goods and Services)

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