



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

**SUPPLY AND DELIVERY OF ONE LOT COMMONLY USED SUPPLIES FOR THE  
 VARIOUS SCHOOLS OF ZAMBOANGA DEL NORTE**

**MINUTES OF THE PRE-BID CONFERENCE  
 November 26, 2021**

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

The pre-bid conference for the project: Supply and Delivery of One Lot Commonly Used Supplies for the Various Schools of Zamboanga del Norte, with an Approved Budget of Contract (ABC) of Four Million Two Hundred Twenty-Eight Thousand Four Hundred Fifty-Two Pesos and 25/100 (**Php 4,228,452.25**) was called to order at 3:25 in the afternoon on November 26, 2021 and was presided by the BAC Chairperson for goods and services, ASDS Judith Romaguera.

The meeting started with a prayer by the BAC Member, Dr. Sonia Uy. This was followed by the checking of attendance of the members and the declaration of quorum by the BAC Chairperson. Presence of the prospective bidders and observers was also acknowledged.

DISCUSSION	AGREEMENT
<p><b>Overview of the project by the proponent Supply Officer Jun Leonard Romarate:</b></p> <p>Sir Romarate presented the Invitation to Bid (ITB) with the approved budget of the contract. He also discussed the quantity and cost of the item. One time delivery is to be completed within 15 days from the receipt of the notice to proceed which would be delivered in the division office. Presentation of the Purchase Request (PR) was done with the scope/terms of references and technical specifications.</p>	
<p><b>Discussion of the Philippine Bidding Documents and checklist by the BAC Secretariat Head SEPS Wilson Inding:</b></p> <p>Sir Inding mentioned that a copy of the Philippine Bidding Documents (PBD) would be included in the proposal of the prospective bidder. Also make sure to initial each page of the PBD. One time delivery is to be completed within 15 days from the receipt of the notice to proceed which would be delivered in the division office. Time is specifically emphasized so that the payment of this contract can be obligated before closing of books. The Invitation to Bid was discussed emphasizing paragraphs 1 and 2 which provides the project with their equivalent amount. Copy of the PBD can be downloaded if not, bidders may acquire it through the BAC and the payment of such documents may be done personally or send through PADALA Centers.</p> <p>The timeline of the procurement was emphasized such as the due date of submission of the proposal, date of the opening of bid and others. Four (4) copies of the proposal will be submitted, and such will be submitted on or before 2:00 PM on December 9, 2021. Bid security should accompany the proposal</p>	







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Section 2 provides the instruction to bidders with emphasis on paragraph 5.2(a) which provides that Foreign ownership is limited to those who are allowed under the rules may participate in the project. It was also said that such project should be classified as **expendable supplies** in which case the bidder must have completed a single contract that is similar to this project equivalent to at **least 25% of the ABC** and should be in one contract. It was also mentioned that subcontracting is not allowed.

He also emphasized the Net Financial Contracting Capacity (NFCC) that at least it must be equal to the Approved Budget of the Contract (ABC) of the project. If by chance prospective bidders are from other place the BAC asked the bidder that in order to expedite the process, in terms of performance bond softcopy may be accepted beforehand until such entity can provide the hardcopy.

Timeline of the post qualification, contract signing and other process on the procurement was also discussed. The checklist was presented with emphasis on the number and order of documents. In the Eligibility Requirements PhilGEPS should be attached (all pages) including permits and other necessary documents in the PhilGEPS. Other Eligibility requirements was also emphasized to be included in the proposal. Technical Documents and financial component was also presented.

It should be noted that during bid opening/evaluation, if bidders are represented by a representative, such representative should present a corporate secretary' certificate if applicable or Special power of Attorney (SPA).

Notes were presented in the checklist such as;

1. Tabbing of documents is required.
2. Sequencing of documents shall be based on the order of documents as numbered.
3. Submit/drop 4 copies, including the original proposal on or before the deadline set for dropping of bids.
4. Insert a hard copy of the Philippine Bidding Documents (PBD) in the envelope of the original copy of the proposal. Each page of the PBD should be initialed or signed to vouch that the bidder has read and understand fully the contents of the PBD.

The absence of one document results to the outright **DISQUALIFICATION** of the **BIDDER**.

Prepared by:

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

Noted:

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

