



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 PRE-BID CONFERENCE**  
November 14, 2024

**ATTENDANCE:**

- |                          |   |
|--------------------------|---|
| 1. Zyhrine P. Mayormita  | BAC Chairperson (Goods and Services)<br>(virtual) |
| 2. Wilson H. Inding      | BAC Vice-Chairperson (Goods and Services)         |
| 3. Giparel B. Elumba     | BAC Member (Goods and Services)<br>(virtual)      |
| 4. Robert I. Poculan III | Expert Representative                             |
| 5. Edwin O. Curam        | Expert Representative<br>(virtual)                |
| 6. Evelyn C. Labad       | Proponent<br>(virtual)                            |
| 7. Mary Grace B. Pajaren | BAC Staff   |
| 8. Mary Jerica L. Ocupe  | BAC Staff   |

*Annex A – (Bidders' Attendance)*

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

The pre-bid conference for the following projects:

**12 Months Security Services of Guards in the SDO Zamboanga del Norte** with an Approved Budget of the Contract of Nine Hundred Eighty- Four Thousand Pesos & 00/100 (Php 984,000.00).

**Procurement of Training Support Materials for Graphic Design and Digital Content Creation and Storage** with an Approved Budget of the Contract of One Million Three Hundred Thirty Thousand Pesos & 00/100 (Php 1,330,000.00).

**Learning Support Materials for the Development of Digitized Learning Resources** with an Approved Budget of the Contract of Two Million Four Hundred Forty- Nine Thousand Pesos & 00/100 (Php 2,490,000.00).

**Board and Lodging for the 5 Days Seminar-Workshop on Culturally Responsive Digital Content Development: Training Teachers to Develop Inclusive Digitized Learning Resources** with an Approved Budget of the Contract of One Million One Hundred Twenty-Five Thousand Pesos & 00/100 (Php 1,125,000.00).

was called to order at 3:20 in the afternoon presided by SEPS Wilson H. Inding, Vice - Chairperson, Bids and Awards Committee-Goods and Services. SEPS Inding then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer. Attendance of the prospective bidders and observer was also acknowledged.

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

**Project No. 1: 12 Months Security Services of Guards in the SDO Zamboanga del Norte**

The Proponent, AO V Helen E. Tangon, presented the Purchase Request (PR) with the Technical Specifications/ Minimum Qualifications, Minimum Security Equipment Required, Security Guards Assignments and Terms of Reference. (Please refer to PR for the specific requirements). Period Cover from January 1 – December 31, 2025





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

---

**Project No. 2: Procurement of Training Support Materials for Graphic Design and Digital Content Creation and Storage**

The Proponent, EPS Evelyn C. Labad, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). Delivery Period of the project will be Thirty (30) days upon receipt of the Notice to Proceed (NTP) and delivery place will be in the 35 District Offices – DepEd Zamboanga del Norte.

**Project No. 3: Learning Support Materials for the Development of Digitized Learning Resources**

The Proponent, EPS Evelyn C. Labad, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). Delivery Period of the project will be Thirty (30) days upon receipt of the Notice to Proceed (NTP) and delivery place will be in the 35 District Offices – DepEd Zamboanga del Norte.

**Project No. 4: Board and Lodging for the 5 Days Seminar-Workshop on Culturally Responsive Digital Content Development: Training Teachers to Develop Inclusive Digitized Learning Resources**

The Proponent, EPS Evelyn C. Labad presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements).

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

Presentation and discussion of the salient provisions of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the Philippine Bidding Documents was also conducted. Giving focus on the timeline of the procurement especially the date and time of the submission of the bid proposal.

It was emphasized that the projects mentioned above are separate procurements which means one project is equivalent to one contract.

The duration of the following projects as follows:

**Project No. 1:** Contract Duration/ Period covered will be from January 1 – December 31, 2025

**Project No's 2 & 3:** Duration of the projects will be Thirty (30) calendar days reckoned from the receipt of the Notice of Proceed (NTP) and for

**Project No. 4:** the training schedule is tentatively scheduled on December 2024.

It was mentioned that Bid Security of all projects should be One Hundred Twenty (120) days. And it was emphasized that whatever 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.

It was also underscored that the Manpower Requirement; Production/Delivery Schedule; and after-sales warranty should be a mandatory requirement for Project No. 2 and 3 only in which absence of one will result to outright disqualification of the bidder.





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

Bidders are also reminded to **strictly follow the attached templates/forms** in the Philippine Bidding Documents and **Label it properly** as the non-compliance of the same will result in the outright disqualification of the bid.

It was also discussed that all the projects mentioned are 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)**. Also, bidders should have completed, within three (3) years from the submission and receipt of bids, a contract similar to the project as specified in each of its Philippine Bidding Documents.

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.
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 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.

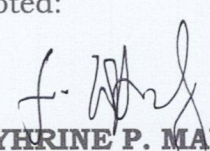
He finished saying that the absence of one document shall result to the outright **DISQUALIFICATION** of the **BIDDER**. (Please refer to the PBD for the complete details).

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

Prepared:

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

Noted:

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