



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 13, 2024

**ATTENDANCE:**

- |                          |                                                   |
|--------------------------|---------------------------------------------------|
| 1. Zyhrine P. Mayormita  | BAC Chairperson (Goods and Services)<br>(virtual) |
| 2. Wilson H. Inding      | BAC Vice- Chairperson (Goods and Services)        |
| 3. Edwin O. Curam        | Expert Representative                             |
| 4. Evelyn C. Labad       | Proponent<br>(virtual)                            |
| 5. Maripil Gregorio      | End-user Representative                           |
| 6. Mary Grace B. Pajaren | BAC Staff                                         |
| 7. 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:

**Printing and Delivery of Transition Learning Resources for the Implementation of MATATAG Curriculum** with an Approved Budget of the Contract of Twelve Million Two Hundred Thirty-Two Thousand Five Hundred Fifty-One Pesos & 60/100, (Php 12,232,551.60).

**Rebidding of Printing and Delivery of English Brochures** with an Approved Budget of the Contract of Two Million Three Hundred Seventeen Thousand Pesos & 00/100 (Php 2,317,000.00).

was called to order at 3:20 in the afternoon presided by SEPS Wilson 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: Printing and Delivery of Transition Learning Resources for the Implementation of MATATAG Curriculum**

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.





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**Project No. 2: Rebidding of Printing and Delivery of English Brochures**

The End- User Representative, Edwin O. Curam, 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.

**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.

For Project 1, it was emphasized that it is composed of four lots, which means it shall be awarded as separate contract per lot. On the other hand, for Project 2, it is composed of one project only to be awarded as one contract.

The delivery period for both projects is 30 calendar days reckoned from the receipt of the Notice of Proceed (NTP). It was mentioned that Bid Security 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 in which absence of one will result to outright disqualification of the bidder.

It was also discussed that 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)**. Also, bidders should have completed, within three (3) years from the submission and receipt of bids, a contract similar to the project. It was also mentioned that for this project, contracts similar to the project refers to contracts which have the same major categories of supplies which shall be Printing and Delivery of Learning Materials.

SEPS Inding further explained that this project will be procured through a *quantity procurement* process, where the Lowest Calculated Bid (LCB) is determined based on the lowest average unit price. Bidders are encouraged to submit offers that are proportionally distributed according to the minimum quantity, avoiding any disproportionate offers where the quantity of one item is excessively high while others remain at the minimum number of copies. It was also clarified that while this is not a mode of procurement under RA 9184, it is an initiative by this Division to fully utilize the Approved Budget for the Contract (ABC) for the project.

Given the ABC per lot, the bid offer with the most number of copies and hence, the lowest unit price, shall be declared the lowest calculated bid (LCB). Further, to





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determine the responsiveness of the bid offered, the aggregate number of copies being offered including the surplus copies must be favorable and advantageous to the Procuring Entity.

He then presented the required minimum number of copies per learning material, which is based on the number of enrollees.

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).

**D. Open Forum**

Questions, Clarifications, Discussions	Agreements
1. The bidder seeks clarification on whether the most advantageous or favorable bid, in terms of quantity or number of copies, will be considered the lowest bid.	SEPS Inding explained that the lowest bid will be determined by the total number of copies offered, including any surplus copies or those exceeding the required minimum for all types of brochures.
2. The bidder inquired whether the delivery location will be at the school or at the district level.	The end user representative confirmed that deliveries will be made to the 35 District Offices of DepEd Zamboanga del Norte.
3. The bidder asked whether they are required to create a delivery schedule per lot or per subject.	SEPS Inding clarified that a delivery schedule should be provided for each subject.

There being no matters to discuss, the meeting adjourned at 4:37 in the afternoon.

Prepared:

Noted:

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

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

