



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**  
 October 21, 2024

**ATTENDANCE:**

- |                               |  |
|-------------------------------|--|
| 1. Zyhrine P. Mayormita       | BAC Chairperson (Goods and Services)         |
| 2. Wilson H. Inding           | BAC Vice-Chairperson (Goods and Services)    |
| 3. Cheryl V. Ocupe            | BAC Member (Goods and Services)<br>(virtual) |
| 4. Grace T. Dela Cruz         | BAC Member (Goods and Services)              |
| 5. Nilda Y. Galaura           | Proponent                                    |
| 6. Robert I. Poculan III      | Expert Representative                        |
| 7. Arcelita B. Zamoras        | TWG Head                                     |
| 8. Mary Grace Bagatua-Pajaren | BAC Staff                                    |
| 9. Mary Jerica L. Ocupe       | BAC Staff                                    |

*Annex A – (Bidders' Attendance)*  
*Annex B – (Observers' Attendance)*

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

The pre-bid conference for the projects:

1. Meals for the Conduct of Cluster- Based Division Roll out of the Development, Production and Quality Assurance of Q2 Digitalized Learning Resource to Address Critical Content Learning Competencies Across Grade Level and Learning Areas with an Approved Budget of the Contract of Two Million Three Hundred Fifty- Two Thousand Pesos & 00/100 (P 2,352,000.00);
2. Board and Lodging for the Conduct of Region- based Training on Trainers' Methodology (TM) Level 1 for Senior High School Technical Vocational Livelihood (SHS-TVL) Teachers of DepEd ROIX, Zamboanga Peninsula with an Approved Budget of the Contract of Two Million Four Hundred Sixteen Thousand Five Hundred Pesos & 00/100 (P 2,416,500.00);
3. Printing and Delivery of Localized Learning Resources with an Approved Budget of the Contract of One Million Five Hundred Twelve Thousand Four Hundred Eighty-Two Pesos & 40/100 (P 1,512,482.40);

was called to order at 10:15 in the morning presided by CES Zyhrine P. Mayormita, Chairperson, Bids and Awards Committee-Goods and Services. CES Mayormita then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer.

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

**Project 1:** Meals for the Conduct of Cluster- Based Division Roll out of the Development, Production and Quality Assurance of Q2 Digitalized Learning Resource to Address Critical Content Learning Competencies Across Grade Level and Learning Areas

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.





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It was emphasized that personnel from the winning bidder must be present in the venue, food must be prepared on the venue in a form of Mobile Kitchen. Also, it is clarified that it is Inclusive of 4 days with 1 meal and 2 snacks. Menu for this is subject to change by the Proponent.

**Project 2:** Board and Lodging for the Conduct of Region- based Training on Trainers' Methodology (TM) Level 1 for Senior High School Technical Vocational Livelihood (SHS-TVL) Teachers of DepEd ROIX, Zamboanga Peninsula

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.

Proponent clarified that this activity includes both face-to-face and online sessions which are already indicated in the PR. Winning bidder must provide 4 function room/ spaces for breakout sessions, 1 big space for the plenary session, and accommodations for 3 CO representative (1 per room) for 2 days and 5 RO focal still 1 room each. She further added that during the online schedule, no provision of food is required. The proponent further elaborated that the winning bidder may provide mini farm or mini fish pond within the premises or in close proximity to the venue for the Agri-Fishery Arts Teacher. In such cases, the bidder must be able to provide transportation in the event that the mini-farm or mini-fish pond is located outside the venue.

Additionally, the winning bidder must provide dinner and accommodation for participants travelling from distant provinces who will arrive prior to the training dates or on Day 0.

**Project 3:** Printing and Delivery of Localized Learning Resources

The BAC unanimously agreed that the Pre-Bid Conference for the Printing and Delivery of Localized Learning Resources be moved to **October 28, 2024 at 3:00 pm** on the ground that the proponent is not present to provide clarification to significant issues raised by the bidders. Adjustments to the Advertisement must be duly made by the Secretariat.

### C. Other Reminders

It was discussed that the procurement **Project 1 and 2** 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 Provision of Meals and Snacks for Trainings or Seminars (Project 1) and Board and Lodging for Trainings or Seminars (Project 2).

The Secretariat 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.





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They also reminded the bidders to submit the bidding documents on time and late submission of bid proposals shall not be accepted.

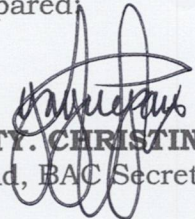
They finished by saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

**D. Open Forum**

Questions, Clarifications, Discussions	Agreements
1. A bidder asked about where will the food be served?	The end-user clarified that the food will be served at the different stations per cluster, as follows:  Cluster 1 – Piñan NHS Cluster 2 – PMAR NHS Cluster 3 - Sindangan NHS Cluster 4 – Liloy NHS Cluster 5 – Gotalac NHS Cluster 6 – Siocon NHS
2. Follow-up question by the same bidder on how the food will be served, either packed or setting up a buffet?	The expert representative confirmed that it will be packed. Additionally, it was mentioned that the supplier must provide a mobile kitchen for preparing and cooking of food at the above-mentioned stations. This is to prevent spoilage.
3. Another follow-up question is whether the training dates differ from one station to another?	The end-user responded that the implementation dates at the different stations are simultaneous. So, 4 days per cluster, simultaneously.
4. Another query if the Menu written in the PR is the same menu all throughout the dates?	The expert representative clarified that the menu will be subject to change upon agreement of the end user and the winning bidder.

There being no matters to discuss, the meeting adjourned at 11:15 in the morning.

Prepared:

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

Noted:

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