



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 4, 2024

ATTENDANCE:

1. Wilson H. Inding	BAC Vice-Chairperson (Goods and Services)
2. Cheryl V. Ocupe	BAC Member (Goods and Services)
3. Giparel B. Elumba	BAC Member (Goods and Services)
4. Grace T. Dela Cruz	BAC Member/Proponent (Goods and Services)
5. Robert I. Poculan III	Expert Representative/ End User
6. Arcelita B. Zamoras	Head TWG
7. Atty. Christine Joyce S. Paco	BAC Secretariat Head
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 **Meals And Snacks For The Orientation And Training For Teachers And School Leaders On Developing/Strengthening Learner's Reading/Literacy And Mathematics/Numeracy** with an Approved Budget of the Contract of Approved Budget Contract (ABC) of Eight Million Fifty-Eight Thousand Pesos & 0/100 (Php 8,058,000.00) was called to order at 1:30 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 was also acknowledged.

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

The Proponent, SEPS Robert I. Poculan III, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements).

He then added that the successful bidder should provide tarps per cluster and include coffee in the catering services. The catering should offer both Halal and Haram food options and clearly labeled

The date of the activity is tentatively scheduled on November 22 to December 1, 2024.

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 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 **After Sales Warranty** is not mandatorily required for this specific project since this is a delivery of service, hence, it will not be included in the Checklist of Technical and Financial Components.



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

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 Board and Lodging for Seminars/Trainings/Workshops.

She 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.

She also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted.

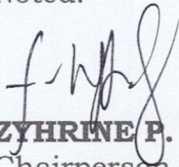
She finished by saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

There being no matters to discuss, the meeting adjourned at 2:00 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:


ZYRINE P. MAYORMITA
Chairperson, BAC (Goods and Services)