



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**  
March 19, 2024

**ATTENDANCE:**

- |                                  |  |
|----------------------------------|--|
| 1. Wilson H. Inding              | BAC Vice-Chairperson (Goods and Services)<br>(virtual) |
| 2. Cheryl V. Ocupe               | BAC Member (Goods and Services)                        |
| 3. Giparel B. Elumba             | BAC Member (Goods and Services)<br>(virtual)           |
| 4. Grace T. Dela Cruz            | BAC Member (Goods and Services)                        |
| 5. Jalderita A. Dublico          | Proponent  |
| 6. Arcelita B. Zamoras           | TWG Head<br>(virtual)                                  |
| 7. Atty. Christine Joyce S. Paco | BAC Secretariat Head                                   |
| 8. Mary Grace Bagatua-Pajaren    | BAC Staff  |

*Annex A – (Bidders' Attendance)*

*Annex B – (Observers' Attendance)*

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

The pre-bid conference for the **Procurement of Mathematics Learning Materials for Elementary Schools and Integrated Schools (Key Stage 1)** with an Approved Budget of the Contract of Eleven Million Five Hundred Twenty-Five Thousand Four Hundred Five Pesos & 80/100 (Php 11,525,405.80) was called to order at 3:40 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**

The Proponent, EPS Jaderita A. Dublico, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). The proponent was also asked if how many days will it take for items with damages to be replaced, in which she answered that damaged items shall be replaced immediately within seven (7) days.

Delivery Period of the project will be fifteen (15) days upon receipt of the Notice to Proceed (NTP) and delivery place will be in the Schools Division of 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.

It was emphasized that this project is for one (1) lot meaning one project is equivalent to one contract. The duration of this project will be fifteen (15) 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





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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 absent of one will result to outright disqualification of the bidder.

It was also discussed that the procurement should be classified under 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 25% 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 Learning Tools and materials.

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.

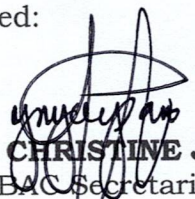
She finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

**D. Open Forum**

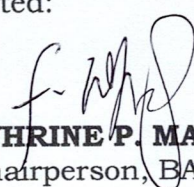
Questions, Clarifications, Discussions	Agreements
1. Clarification on the outright disqualification of bidding documents, whether absence of one will result to automatic disqualification or there is a need for the BAC to convene and discuss whether to disqualify or not the proposal?	Absence of one or any of the required documents will result to automatic disqualification.

There being no matters to discuss, the meeting adjourned at 4:05 in the afternoon.

Prepared:

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

Noted:

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