



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

Bids and Awards Committee – Infrastructure

MINUTES OF THE PRE-PROCUREMENT CONFERENCE

October 8, 2024
2:00 P.M.

ATTENDANCE:

- | | |
|----------------------------------|------------------------------------------|
| 1. Jerry C. Bokington | BAC Chairperson (Infrastructure) |
| 2. Helen E. Tangon | BAC Vice Chairperson (Infrastructure) |
| 3. Dave A. Patigayon | Provisional Member |
| 4. Jed A. Nieves | End-user Representative (Infrastructure) |
| 5. Atty. Christine Joyce S. Paco | Head - BAC Secretariat |
| 6. Mary Jerica L. Ocupa | BAC Secretariat |

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the project:

Procurement of Projects under CY 2024 BEFF, Library Hub (Batch 1) with an Approved Budget of the Contract of Fifteen Million Eight Hundred Forty-Five Thousand One Hundred Seventy-Two Pesos & 87/100 (P 15,845,172.87) was called to order at 2:30 in the afternoon presided by ASDS Jerry C. Bokington, Chairperson, Bids and Awards Committee-Infrastructure. ASDS Bokington 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 Project Overview, Specifications, Scope of Work and Terms of Reference

Engr. Patigayon, proponent, presented the Memorandum from the Central Office on the Procurement of Projects under CY 2024 BEFF: Library Hub (Batch 1), which listed down two (2) schools from our Division: Polanco CS with a budget allocation of P8,047,122.58 and Liloy CS with a budget allocation of P7,798,050.29.

The Single Largest Completed Contract (SLCC) was established at 50% of the similar contract to the project. Similar contracts pertain to Construction of Library since, according to the proponent, the suppliers must have an experience with construction and delivery of furniture. Suppliers must also hold a PCAB License at least Category D.

It was emphasized that this project should be divided into two (2) lots. The Secretariat is directed to include in the Bid Data Sheet the Supply and Delivery of items, and that the Supplier must be compliant with the Program of Works (POW) attached in the PBD. The proponent further added that the templates must be followed.

The project completion timeline is agreed to be one hundred twenty (120) days for each lot upon receipt of the Notice to Proceed.



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Lastly, this project is short for award, hence, considered an EPA project. ASDS Bokingkito directed the BAC to discuss the EPA guidelines during the Pre-Bid Conference.

With no further matters to discuss, the meeting adjourned at 3:50 in the afternoon.

Prepared:

ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:

JERRY C. BOKINGKITO CESE
Chairperson, BAC (Infrastructure)