



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-PROCUREMENT CONFERENCE
October 21, 2024
11:00 A.M.

ATTENDANCE:

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

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the project **Meals and Snacks for the Orientation and Training for the Teachers and School Leaders on Developing/Strengthening Learner's Reading Literacy and Mathematics Numeracy** an Approved Budget of the Contract of Eight Million Fifty-Eight Thousand Pesos & 00/100 (P 8,058,000.00) was called to order at 11:00 in the morning 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.

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

The expert representative, 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). The Conduct of the Orientation is per cluster, as follows:

- Cluster 1 – Piñan NHS
- Cluster 2 – PMAR NHS
- Cluster 3 – Sindangan NHS
- Cluster 4 – Liloy NHS
- Cluster 5 – Gutalac NHS
- Cluster 6 – Siocon NHS

C. Discussion

The BAC checked the completeness of the documents for the procurement to proceed. The presiding officer mentioned that the Supplemental Annual



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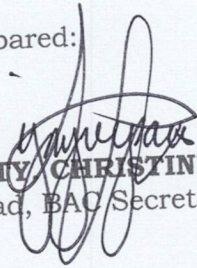
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Procurement Plan (APP) should be approved first before posting the project and also mentioned the preparation of the Philippine Bidding Documents (PBD).

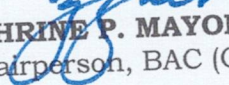
The timeline of the project was also presented and agreed that posting will be done in the afternoon, if possible.

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)