



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**  
March 18, 2024  
2:00 P.M.

**ATTENDANCE:**

1. Wilson H. Inding	BAC Vice Chairperson (Goods and Services)
2. Cheryl V. Ocupe	BAC Member (Goods and Services)
3. Grace T. Dela Cruz	BAC Member (Goods and Services)
4. Robert I. Poculan III	Proponent
5. Atty. Christine Joyce S. Paco	Head - BAC Secretariat
6. Mary Grace C. Bagatua-Pajaren	Co-Head - BAC Secretariat

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

The pre-procurement conference for the projects:

- **Board and Lodging for Live-In Division Training of School Trainers on the MATATAG Curriculum** with an Approved Budget of the Contract of Sixteen Million Seven Hundred Ninety-Eight Thousand Five Hundred Pesos & 00/100 (P 16,798,500.00); and
- **Procurement of Supplies and Materials for the School-Based Training (SBTT) on the MATATAG Curriculum** with an Approved Budget of the Contract of One Million Forty-Six Thousand One Hundred Pesos & 00/100 (P 1,046,100.00)

was called to order at 2:10 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.

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

The BAC Secretariat, presented the Purchase Requests (PRs) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). The source of funds for the projects was also shown as well as the attached documents necessary for the procurement. The BAC Secretariat was asked to make the supplemental Annual Procurement Plan (APP) for these projects.

**C. Discussion**

**Project 1: Board and Lodging for Live-In Division Training of School Trainers on the MATATAG Curriculum**

It was emphasized that this project shall composed of two (2) lots.



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It was also discussed that the procurement project 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 equivalent to at least 50% of the Approved Budget of the Contract (ABC).

**Project 2: Procurement of Supplies and Materials for the School-Based Training (SBTT) on the MATATAG Curriculum**

It was emphasized that for the procurement of this project the Certificate of Non-Availability of Supplies (CNAS) must first be obtained and attached in the required documents.

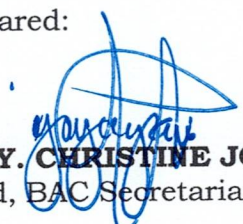
Delivery of this project shall be within seven (7) days upon receipt of the Notice to Proceed (NTP).

It was also discussed that the procurement project 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 equivalent to at least 25% of the Approved Budget of the Contract (ABC).

It was also underscored that the Technical Requirements such as 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.

There being no matters to discuss, the meeting adjourned at 2:45 in the afternoon.

Prepared:

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

Noted:

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



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