



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
January 24, 2024

ATTENDANCE:

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| 1. Wilson H. Inding | BAC Vice-Chairperson (Goods and Services) |
| 2. Sonia Y. Uy | BAC Member (Goods and Services)
(virtual) |
| 3. Grace T. Dela Cruz | BAC Member (Goods and Services)
(virtual) |
| 4. Giparel B. Elumba | BAC Member (Goods and Services)
(virtual) |
| 5. Fe G. Jebone | Proponent |
| 6. Maripil Gregorio | Expert Representative |
| 7. Atty. Christine Joyce S. Paco | BAC Secretariat Head |
| 8. Atty. Noriza Jean L. Daga | BAC Secretariat Co-Head |

Annex A – (Bidders' Attendance)
Annex B – (Observers' Attendance)

A. Call to Order and Declaration of Quorum

The pre-bid conference for the **Printing and Delivery of English Reading Brochures (ENCORE)** with an Approved Budget of the Contract of Two Million Three Hundred Seventeen Thousand Two Hundred Pesos & 00/100 (Php2,317,200.00) was called to order at 3:23 in the afternoon presided by SEPS Wilson H. Inding, Vice-Chairperson, Bids and Awards Committee-Goods and Services. It started with a prayer led by the Regular BAC member, Bids and Awards Committee-Goods and Services, Medical Officer Sonia Y. Uy. 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 Fe G. Jebone presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). She discussed that this procurement is a division initiative project for learners reading development and/or enhancement. She presented the PR with the number of pages of each title brochures, which is by level of mastery in reading, the same with the teachers' guide (TG).

The proponent, also presented the samples of the brochures and emphasized that this project should be delivered within thirty (30) days after receipt of the Notice to Proceed (NTP). That the place of delivery will be in the thirty-five (35) districts in the division of Zamboanga del Norte.

C. Presentation of the Philippine Bidding Documents (PBD)

Presentation and discussion of each section 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 in order to expend and/or exhaust the given budget, the procurement should be done through quantity procurement. It was also discussed that



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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.

Bidders are reminded to submit it on time and late submission of bid proposals shall not be accepted.

SEPS Inding also added that the prospective bidders during the buying of the bid documents or before the submission of bid proposal shall submit the ancillary documents such as a copy of Document Request List (DRL), Letter of Intent (LOI) and Special Power of Attorney (SPA) if represented.

D. Open Forum

Questions, Clarifications, Discussions	Agreements
1. Whether or not the size A3 is the finished product.	It was clarified by the expert representative that the finished product would be the size A4, as result of the folded A3 bond paper.
2. How many districts will be the drop off points of the project?	Drop-off points of the project will be in the 35 districts of Zamboanga del Norte Division.
3. The amount Fifteen Pesos (P15) per page refer to the A3 size of the bond paper.	Yes, the P15 per page refers to the size A3 bond paper.
4. How about those prospective bidders who have an expired PhilGEPS membership but still in the process in renewing the documents necessary for the renewal, what are the alternate documentary requirements necessary to be submitted as bid proposal?	For those bidders who are still on the process of renewing their documentary requirements for PhilGEPS membership, the bidders should attach the expired PhilGEPS certificate with the receipt or proof that such has already filed a renewal for the same, with the alternate documentary requirements such as; the business permit; tax clearance; DTI/SEC Certificate and Audited Financial Statements. Provided, that the PhilGEPS certification should be submitted before signing the contract agreement and should be within the prescribed timeline given by the rules.

It was found out that out of the sample brochures, one of which does not coincide with the number of pages reflected in the PR. It was agreed that the brochures will be reevaluated/recounted so as to match the pages in the sample and the pages reflected in the PR.

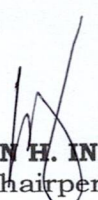
It was also agreed that the distribution list and the drop-off points will be posted in the PhilGEPS for the prospective bidders' information and consideration in their delivery.

There being no matters to discuss, the meeting adjourned at 4:35 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:


WILSON H. INDING
Vice Chairperson, BAC (Goods and Services)