



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

Bids and Awards Committee
MINUTES OF THE PRE-BID CONFERENCE
February 12, 2024

ATTENDANCE:

1. Raymond M. Salvador	BAC Chairperson (virtual)
2. Grace T. Dela Cruz	BAC Member (Goods and Services)
3. Giparel B. Elumba	BAC Member (Goods and Services)
4. Fe G. Jebone	Provisional Member
5. Ethyl Kimberly S. Labadan	Provisional Member (virtual)
6. Robert I. Poculan III	Expert Representative (virtual)
7. Edwin O. Curam	Expert Representative
8. Arcelita B. Zamoras	Head TWG (Goods and Services)
9. Atty. Christine Joyce S. Paco	Head BAC Secretariat
10. Atty. Noriza Jean L. Daga	Co-Head BAC Secretariat

Annex A – (Bidders' Attendance)

A. Call to Order and Declaration of Quorum

The pre-bid conference for the projects:

1. **Board and Lodging for the Division Instructional Leadership Training of Instructional Supervisors' Professional Development Program** with an Approved Budget Contract (ABC) of Two Million Seven Hundred Seventy-Five Thousand Pesos & 00/100 (Php 2,775,000.00).
2. **Procurement of Safety and Emergency Supplies and Equipment for 27 Schools** with an Approved Budget Contract (ABC) of Two Million Six Hundred Ten Thousand Nine Hundred Pesos & 00/100 (Php 2,610,900.00).

was called to order at 10:17 in the morning presided by ASDS Raymond M. Salvador, Chairperson, Bids and Awards Committee. He 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

Procurement of Project No. 1

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 mentioned that this project will be conducted in five (5) days with the tentative dates reflected in the PR.

SEPS Poculan, expert representative, suggested that if it is possible the implementation of the project will be conducted from last week of February to March in order to cater the other trainings. He also suggested that the activity will be conducted in two (2) venues considering the vast number of participants in the said activity.



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Procurement of Project No. 2

The proponent, PDO Ethyl Kimberly Labadan presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements).

She conducted a run through with the safety and emergency supplies and equipment in the PR. She mentioned that the delivery of the items will be school based in which the list of recipient schools was attached. Delivery of the said project will be for forty-five (45) days. It was also clarified that the visible defects of the item shall be **replaced** within seven (7) days.

C. Presentation of the Philippine Bidding Documents (PBD) with the Invitation to Bid (ITB)

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.

The BAC also reminded the prospective bidders to submit their intent letter and Documents Request List (DRL) and Special Power of Attorney (SPA) if represented.

The BAC Secretariat 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 be 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 also gives emphasis that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

It was also discussed that 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.

It was emphasized that those prospective bidders who have an expired business permits but still on-going process for renewal, a proof of filing or any evidence of filing is to be attached together with the bid proposal.



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D. Open Forum

Project No. 1


No questions were raised for project No. 1.

Project No. 2


Questions, Clarifications, Discussions	Agreements
1. How many number of copies of the Philippine Bidding Documents (PBD) should be submitted?	One (1) copy of the PBD shall be included or inserted in the envelope of the original copy of the proposal. Each page of the PBD shall be signed to signify that the bidder has read and understood fully the contents of the PBD.
2. Are the items in the PR per lot?	This project is only for one (1) lot.
3. To whom the delivery be coordinated? Whether to the school or to the division office?	The delivery will be coordinated through the division office which will then coordinate with the recipient schools.
4. For emergency bags, are they big enough to cater the emergency kits with large sizes?	Emergency bags sizes should be enough to fit the emergency kits but this does not include the hard hats; and other equipment with large sizes.
5. For the KN-95 mask, how many pieces should be in one box?	An updated specification of the items will be posted in the bid bulletin.
6. For Gloves, are they for surgical or sterile or non-sterile?	
7. What are the methods that can be used in purchasing the bid docs?	For now, payment of bid docs may be done through face-to-face transaction.
8. Are the PBD available in the PhilGEPS?	Yes, the PBD are already posted in the PhilGEPS.
9. Is it necessary to attach the bid supplement in the PBD?	Yes, the bid supplement should be included in the PBD.
10. Are digital copies of the bid proposal necessary to be submitted?	No, submission of the hard copies of the bid proposal is required.

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:


RAYMOND M. SALVADOR, CESO VI
Chairperson, BAC