



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

August 19, 2024
2:00 P.M.

ATTENDANCE:

- | | |
|----------------------------------|-------------------------------------------|
| 1. Zyhrine P. Mayormita | BAC Chairperson (Goods and Services) |
| 2. Wilson H. Inding | BAC Vice-Chairperson (Goods and Services) |
| 3. Cheryl V. Ocupe | BAC Member (Goods and Services) |
| 4. Grace T. Dela Cruz | BAC Member (Goods and Services) |
| 5. Giparel B. Elumba | BAC Member (Goods and Services) |
| 6. Evelyn C. Labad | Proponent
(virtual) |
| 7. Atty. Christine Joyce S. Paco | BAC Secretariat Head |
| 8. Atty. Noriza Jean L. Daga | BAC Secretariat Co-Head |
| 9. Mary Grace B. Pajaren | BAC Staff |

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the projects:

- **Production of Transition Learning Resources of Grade 1 MATATAG Lesson Exemplars (LEs) and Worksheets (WSs) for the Implementation of MATATAG Curriculum Strengthening Literacy Instruction** with an Approved Budget of the Contract of Seven Million One Hundred Seventy-Four Thousand Six Hundred Three Pesos & 80/100 (P 7,174,603.80);
- **Production of Transition Learning Resources of Grade 7 MATATAG Lesson Exemplars (LEs) and Worksheets (WSs) for the Implementation of MATATAG Curriculum** with an Approved Budget of the Contract of Four Million Two Hundred Sixty-Eight Thousand Five Hundred Fourteen Pesos & 00/100 (P 4,268,514.00);
- **Production of Transition Learning Resources of Grade 4 Music and Arts Lesson Exemplars (LEs) and Worksheets (WSs) for the Implementation of MATATAG Curriculum** with an Approved Budget of the Contract of One Million Forty-Five Thousand Two Hundred Seventy-Two Pesos & 00/100 (P 1,045,272.00); and
- **Production & Distribution of Grade 1 Mathematics Lesson Exemplars (LEs) and Worksheets (WSs) for SY 2024-2025** with an Approved Budget of the Contract of One Million Eight Hundred Ninety-Two Thousand Three Hundred Thirty-Four Pesos & 60/100 (P 1,892,334.60)



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was called to order at 2:14 in the afternoon presided by SEPS Wilson H. Inding, Vice Chairperson, Bids and Awards Committee-Goods and Services. SEPS Inding 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/ Discussion

Presentation of the Purchase Requests (PRs) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). The proponent mentioned that delivery period of the project will be twenty (20) days after the receipt of the Notice to Proceed (NTP).

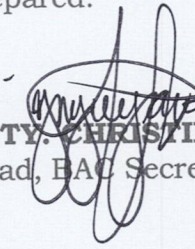
The BAC checked the readiness of the project in which, they evaluated the attachments whether it is complete and may proceed with the procurement. It was mentioned that the prototype of the project is already ready and in the possession of the division librarian. It was also discussed that Quality Assurance Certificate is not necessary for the prototype for the reason that said prototype was issued by the Central Office.

It was agreed that the project will be procured as one (1) project with four (4) lots. The similar project will be that of Printing and Delivery of Learning Materials and Single Largest Completed Contract (ABC) will be 50% of the ABC.


It was also mentioned that this procurement will be conducted through quantity procurement. For the other technical specification, such will be discussed during the Pre-bid Conference.

There being no matters to discuss, the meeting adjourned at 2:50 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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