



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
July 2, 2024

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)
(virtual) |
| 4. Arcelita B. Zamoras | TWG Head/Proponent
(virtual) |
| 5. Atty. Christine Joyce S. Paco | BAC Secretariat Head |
| 6. 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 projects:

- 1. Board and Lodging for the Conduct of Regional Capability Building of Alternative Learning System Teachers on the Conduct of ALS Assessment** with an Approved Budget Contract (ABC) of Three Million Four Hundred Thousand Pesos & 00/100 (Php 3,400,000.00); and
- 2. Board and Lodging for the Conduct of Regional-Based Training on Multigrade Instructions in the Last Mile Schools** with an Approved Budget Contract (ABC) of Two Million Seven Hundred Fifteen Thousand Pesos & 00/100 (Php 2,715,000.00)

was called to order at 03:26 in the afternoon presided by SEPS Wilson H. Inding, Vice Chairperson, Bids and Awards Committee, Goods and Services. 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

Project 1: Board and Lodging for the Conduct of Regional Capability Building of Alternative Learning System Teachers on the Conduct of ALS Assessment

The Purchase Request (PR) was presented together with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). This project shall compose of one (1) lot which is equivalent to one (1) contract. The proposed date was also established considering that this activity will be done with the participation of Regional partakers.



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

Project 2: Board and Lodging for the Conduct of Regional-Based Training on Multigrade Instructions in the Last Mile Schools

The Proponent, EPS Arcelita B. Zamoras, presented the project with the Purchase Request (PR) together with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). This project is for a five (5) day activity.

This Project shall compose of two (2) lots meaning one (1) project having two (2) separate contracts per lot. This shall include the activity for school heads as participants and for teachers, hence the separation of the project per lot. Proposed dates for this project will be on July for teachers and the month of September for School Heads.

There was a correction in the technical specifications of the project in which for the activity of the school heads what is needed are three (3) breakout rooms in which one area are allotted for the Program Management Team and two (2) projectors.

C. Presentation of the Philippine Bidding Documents (PBD)

Presentation and discussion of the salient provisions 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 emphasized that whatever documents posted on the Bid Bulletin should form part of the agreement and that posting on the PhilGEPS website of any supplemental/bid bulletin shall be considered sufficient notice to all bidders.

It was also discussed that for both projects 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)**. The 50% SLCC should be that of the ABC per lot.

Also, bidders should have completed, within three (3) years from the submission and receipt of bids, a contract similar to the project.

It was also underscored that the after sales service/warranty shall be excluded in the checklist. Also, 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 in conducting whatever transactions with the office.

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.



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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 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.

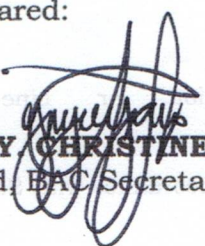
She finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).

D. Open Forum

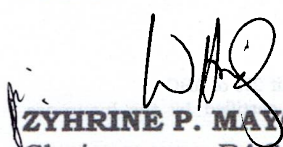
Questions, Clarifications, Discussions	Agreements
1. Regarding the segregation of the bid proposal, is it alright to put all technical and eligibility requirements in one envelope with the original copy, copy 1 and copy 2 and another envelope for financial documents with the original copy, copy 1 and copy 2?	Yes, the prospective bidder may do so provided that both envelopes are properly sealed and signed.

There being no matters to discuss, the meeting adjourned at 3:47 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
 Head, BAC Secretariat

Noted:


ZYHRINE P. MAYORMITA
 Chairperson, BAC (Goods and Services)

