



Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**PRINTING AND DELIVERY OF SELF-LEARNING MODULES (SLMs) FOR  
 QUARTER 2, SY 2020-2021-LOT 3**

**MINUTES OF THE PRE-BID CONFERENCE  
 November 26, 2020**

**ATTENDANCE:** (See Annex "A")

The pre-procurement conference for the project: Printing and Delivery of Self-Learning Modules (SLMs) for Quarter 2, SY 2020-2021- LOT 3, was called to order at 3:00 in the afternoon on November 26, 2020, and was presided by the BAC Chairperson for goods and services, ASDS Judith Romaguera through virtual conference.

The meeting started with a prayer by the BAC Secretariat Head SEPS Wilson Inding and followed by the acknowledgement of the BAC members and prospective bidders. Presence of the observers from COA and Boy Scouts of the Philippines was also acknowledged. This was followed by the declaration of quorum by ASDS Romaguera.

DISCUSSION	AGREEMENT
<p><b>Discussion of the Overview of the project by the BAC Head Secretariat SEPS Wilson Inding:</b></p> <p>The project Printing and Delivery of Self-Learning Modules (SLMs) for Quarter 2, SY 2020-2021- LOT 3, is under rebidding due to the failure of the first bidding by reason of the non-compliance of the SLCC requirement. And the project was divided into sublots which was provided in the purchase request.</p>	
<p><b>Discussion of the technical specification and terms of references of the project by the proponent EPS Evelyn Labad:</b></p> <p>EPS Labad discussed the terms of references with regards to delivery that it should be packed by learning area per grade level and to be delivered in the three congressional districts:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> CD-Polanco Central School</li> <li>• 2<sup>nd</sup> CD- Manukan Eask Central School</li> <li>• 3<sup>rd</sup> CD- Liloy Central School</li> </ul> <p>And the modules should have a staggered delivery which schedule was indicated in the purchase request.</p>	
<p><b>Presentation of the key clauses of the Philippine Bidding Documents by the BAC Secretariat Head SEPS Wilson Inding:</b></p> <p>It was mentioned that it was important to discussed the technical specification and terms of references of the project. Emphasis was given to paragraphs 5, 6,7 and 9 of the Invitation to Bid. Paragraph 5.2, 5.3, 10.2 19.2 and 21.1of Philippine Bidding Documents.</p>	





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**Open Forum:**


1. What subject and how many modules each week to delivery considering there are only 6 days to produce?
2. Do you allow progressive billing.
3. There are two subplot of the project, is it allowed to choose which subplot to join or to buy?

All subject following the schedule of requirements. If ever the schedule is affected by the procurement timelines, the supplier can write the Head of the Procuring Entity for the extension of time of the delivery, provided that the complete be done on or before the target date, as specified in the PR.

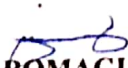
No, progressive billing is not allowed.

Yes, it depends upon the bidder to choose which subplot to buy or both.

ASDS Romaguera reminded the proponent to finalize the specifications and terms of reference so that the necessary bid bulletin will be posted. There being no matters left to discuss the pre-bid conference was adjourned on 4:30 in the afternoon.  
Prepared by:

  
**WILSON E. TINDING**  
Head – BAC Secretariat

Noted:

  
**JUDITH V. ROMAGUERA, CESE**  
Chairperson (Goods and Services)

Navigating  
Opportunities to  
Re-engineer for  
Transformation &  
Empowerment



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with a  
Sense of Urgency'