



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

**SUPPLY AND DELIVERY OF INFORMATION AND COMMUNICATION TECHNOLOGY
 EQUIPMENT FOR THE SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE-
 DIVISION OFFICE**

MINUTES OF THE PRE-BID CONFERENCE
 January 19, 2021

ATTENDANCE: (See Annex "A")

The pre-bid conference for the project: Supply and Delivery of Information and Communication Technology Equipment for the Schools Division of Zamboanga del Norte-Division Office was called to order at 3:20 in the afternoon on January 19, 2021, and was presided by the BAC Chairperson for goods and services, ASDS Judith Romaguera.

The meeting started with a prayer lead by the BAC Regular Member for Goods and Services, Dr. Sonia Uy. This was followed by the checking of attendance of the members and acknowledgement of the presence of the observers from COA and Boy Scouts of the Philippines. Presence of the prospective bidders was also acknowledged.

DISCUSSION	AGREEMENT
<p>Discussion of the Philippine Bidding Documents by the BAC Secretariat Head SEPS Wilson Inding:</p> <p>SEPS Inding mentioned that bidders should have completed within three (3) years from the date of the submission and receipt of bids, a contract similar to the project and pass/fail criterion is going to be applied. He emphasized paragraphs 5, 6, 7 and 9 of the ITB. He also emphasized Section 2, which provides the instruction to bidders with emphasis on the scope of bid in which the project such composed of one (1) lot. He also gave emphasis on paragraph 5.2(a) which provides that Foreign ownership is limited to those who are allowed under the rules may participate in the project. It was also said that such project should be classified as non-expandable supplies in which case the bidder must have completed a single contract that is similar to this project equivalent to at least 50% of the ABC which was provided in paragraph 5.3. He also mentioned paragraph 7, in which subcontracting is not allowed.</p> <p>He also reminded that prospective bidders should put their initial in every page of the copy of the Philippine Bidding Documents which is to be submitted to vouch that such bidders have read the documents. Paragraphs 19 (20.1) and 20 (21.1) was also emphasized. He also highlighted Section 4 paragraphs 3 and 4.</p>	






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<p>SEPS Inding emphasized that notes presented in the checklist such as;</p> <ol style="list-style-type: none"> 1. Tabbing of documents is required. 2. Sequencing of documents shall be based on the order of documents as numbered. 3. Submit/drop 4 copies, including the original, of the proposal, on or before the deadline set for dropping of bids. 4. Insert a hard copy of the Philippine Bidding Documents in the envelope of original copy of the proposal with initials in every page. 	
<p>Overview of the project by the proponent SEPS Leonido Pampilo:</p> <p>SEPS Pampilo mentioned that description of the items was already present in the purchase request. The agreed delivery period would still be the same with the standard in which case the schedule for delivery would be 30 days from the date of receipt of the notice to proceed.</p>	

Prepared by:


WILSON H. INDING
 Head - BAC Secretariat

Noted:


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

