



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**

**MINUTES OF THE PRE-PROCUREMENT CONFERENCE  
 October 15, 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, was called to order at 3:05 PM on October 15, 2019, and was presided by the BAC Chairperson for goods and services, ASDS Judith Romaguera through virtual conference.

The meeting started with a prayer headed by Dr. Sonia Uy and these was followed by the roll call of the participants of the meeting. After acknowledging the participants present in the meeting, this was followed by the declaration of quorum in which five (5) out of seven (7) members of the BAC are present.

Subsequently, the BAC Chairperson ASDS Romaguera suggested that since, there are a lot of things to be discussed in the meeting the reading of the previous minutes should be dispensed with to allocate more time for the discussion of the said project. The BAC Chairperson Chief CID Lilia Abello motioned to dispense the reading of the previous minutes and this was seconded by Dr. Sonia Uy.

AGENDA	DISCUSSION	AGREEMENT
Presentation of the Project	<p>The proponent, EPS Labad present the scope of the project, the technical specifications and the computation of modules with the number of pages on each grade level with equivalent totals cost.</p> <p>It was also inquired if whether or not the copy of the modules are already in the hands of the proponent. The proponent respond that they do not have yet all the copy of the modules only 70% are in their position. The proponent further assure that they will get all the copies before reproduction.</p> <p>There was also clarification with the BAC SEC member SEPS Wilson Inding that the SPED Non-Graded should be included in LOT 4 in the computation of the cost.</p>	<p>It was agreed that the proponent together with the CID Chief will coordinate with the person in charge in the Regional Office for the issuance of certification for QA.</p>

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	There was a query for the certification issued by the Regional Office for Quality Assurance of the modules.	
Discussion of the ITB and timeline	The BAC Head Secretariat Sir Wilson Inding discussed the latest Guidelines issued by the GPPB in consonance to the present situation or the new normal and timeline of the project.	
Selection of the 7 <sup>th</sup> Member	The guidelines provide that there should be a provisional member who is a technical expert in the said project. The BAC members nominates person who will be the 7 <sup>th</sup> member of the BAC. The list provides the nominees with the corresponding Regular BAC member who nominates to wit: Nominees - Regular member Atty. Janolino (L.O) - Dr. Sonia Uy Leonido Pampilo (S.O) Mickrel Duller (EPS) - Ismael Yusoph Lenie Boy Bellino(EPS)- Arcelita Zamoras	Through voting by all the regular members present in the conference it was determined that EPS Lenie Boy Bellino would be the 7 <sup>th</sup> BAC member being a person in charge and has expertise in ALS modules.
Manner of Procurement	SEPS Inding discussed with the COA on the manner of procurement in which it receives a positive feedback that procurement should be allowed by lots due to the huge number of modules to be produced.	
Venue of the Bid Evaluation	It was discussed that in order to follow the protocol set by the new normal it was suggested that the venues would be at the back of the SDS and accounting office or in the 2 <sup>nd</sup> floor hallway. It was also suggested that only one (1) representative should be allowed to participate in opening of bidding documents.	It was agreed that venue would be at the Schools Division office and that the number of participants would be the determining factor in choosing the venue. It was also agreed that only one person per supplier is allowed to participate in the opening of bids.

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There being no matters left to be discussed, Dr. Sonia Uy moved for the adjournment of the meeting which was seconded by EPS Ismael Yusoph at 4:30 PM.

Prepared by:

**WILSON H. INDING**  
Head - BAC Secretariat

CONFORME:

**SONIA Y. UY**  
Regular Member

**ISMAEL K. YUSOPH**  
Regular Member

**EVELYN C. LABAD**  
Proponent

**LILIA E. ABELLO**  
BAC Vice-Chairperson

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

