



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

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Bids and Awards Committee – Goods and Services

**MINUTES OF THE PRE-BID CONFERENCE**

August 22, 2023

**ATTENDANCE:**

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|------------------------|---|
| 1. Judith V. Romaguera | BAC Vice-Chairperson (Goods and Services)<br><i>(virtual)</i> |
| 2. Wilson H. Inding    | BAC Vice-Chairperson (Goods and Services)<br><i>(virtual)</i> |
| 3. Sonia Y. Uy         | 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. Edwin O. Curam      | End-user Representative                                       |
| 7. Jessie E. Elacan    | BAC Secretariat Head  |
| 8. Noriza Jean L. Daga | BAC Staff   |
| 9. Nessa May B. Amante | BAC Staff   |

*Annex A – (Bidders' Attendance)*

*Annex B – (Observers' Attendance)*

**A. Call to Order and Declaration of Quorum**

The pre-bid conference for the project **Printing and Delivery of Senior High School Self-Learning Modules (SLMs)** with an Approved Budget of Eighteen Million Five Hundred Eighty-Nine Thousand Three Hundred Eighty-One Pesos & 80/100 (Php 18,589,381.80) was called to order at 3:20 in the afternoon presided by SEPS Wilson H. Inding, Vice-Chairperson, Bids and Awards Committee-Goods and Services. It started with a prayer lead by the Regular BAC member, Bids and Awards Committee-Goods and Services, Medical Officer Sonia Y. Uy. SEPS Inding then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum.

**B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference**

The expert representative, Edwin O. Curam presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). The PR provides for the minimum standard of technical specification such as the type of binding, the cover, delivery term and expected delivery.

Delivery will be in the 35 districts of Zamboanga del Norte Division. Also attached in the PR are the identified Senior High Schools with the distribution list. The segregation/packing should be by subject, by module per week by district. The expected delivery is at once within 30 days from receipt Order or Notice to Proceed.





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**C. Presentation of the Philippine Bidding Documents (PBD)**

The BAC Secretariat Head, was requested to present and discuss each section of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the Philippine Bidding Documents. He emphasized the timelines of the procurement particularly the deadline of the submission of the proposal of bids.

It was also discussed that the procurement project 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 equivalent to at **least 50% of the Approved Budget of the Contract (ABC)**.

The BAC also reminded the prospective bidders to submit their intent letter and Documents Request List (DRL).

He 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.
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.

He also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted.

He 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**

<b>Questions, Clarifications, Discussions</b>	<b>Agreements</b>
Whether or not it is necessary to include the PBD in the proposal and that it should be signed each page.	Yes the PBD should be included in the proposal which should be signed each page to signify that the bidder has read and understood fully the contents of the PBD.
Clarifications on the delivery areas, since there are a lot of Senior High Schools, what will be the delivery place of the procurement.	The delivery place of the project will be at the 35 districts of Zamboanga del Norte Division.
Whether it is necessary to submit a soft copy of the proposal.	No, since the opening and evaluation of bids will be conducted on site, submission of soft copy of the proposal is not necessary.





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<p>It was ask if the procuring entity have an online bank transfer for the sale of bid docs.</p>	<p>The office does not have a mode of payment through online bank transfer. The office though can accommodate prospective bidders through Padala Centers.          Prospective bidders were also reminded that before they can buy the PBD, they have first to submit their intent letter and a copy of the Document Request List (DRL).</p>
<p>It was also inquired if for example a subject has 5 modules whether each module will have each a cover page or would it be 1 cover for all the modules.</p>	<p>The BAC will inquire regarding this matter and any answers from the proponent will be posted in the ITB.</p>
<p>What is the color of the Cover?</p>	<p>The color of the cover is black and white as well as the content page.</p>

There being no matters to discuss, the meeting adjourned at 4:20 in the afternoon.

Prepared:

Noted:

**Sgd. JESSIE E. ELACAN**  
 Head, BAC Secretariat

**Sgd. JUDITH V. ROMAGUERA, CESO VI**  
 Chairperson, BAC (Goods and Services)

