



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**  
March 14, 2024

**ATTENDANCE:**

- |                                  |  |
|----------------------------------|--|
| 1. Wilson H. Inding              | BAC Vice-Chairperson (Goods and Services)<br>(virtual) |
| 2. Cheryl V. Ocupe               | BAC Member (Goods and Services)                        |
| 3. Giparel B. Elumba             | BAC Member (Goods and Services)                        |
| 4. Grace T. Dela Cruz            | BAC Member (Goods and Services)<br>(virtual)           |
| 5. Jun Leonard U. Romarate       | Proponent  |
| 6. Arcelita B. Zamoras           | TWG Head<br>(virtual)                                  |
| 7. Atty. Christine Joyce S. Paco | BAC Secretariat Head                                   |
| 8. 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 **Procurement of Office Supplies and Consumables Under 1st Quarter PPMP of Current Fiscal Year** with an Approved Budget of the Contract of One Million Three Hundred Seventy-Seven Thousand Six Hundred Twenty Pesos & 00/100 (Php 1,377,620.00) was called to order at 3:16 in the afternoon presided by SEPS Wilson H. Inding, Vice-Chairperson, Bids and Awards Committee-Goods and Services. SEPS Inding then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer. Attendance of the prospective bidders and observer was also acknowledged.

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

The Proponent, Supply Office Jun Leonard U. Romarate, presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). He mentioned that this project was a consolidated procurement consisting of three (3) PRs. First PR was composed of IT supplies, second PR for common office supplies; and third PR for continuous forms for payroll.

**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 this project is for one (1) lot, that in case the bidder will not be able to provide any of the items being procured, the bidder will be automatically considered unresponsive.

The duration of this project will be twenty (20) calendar days reckoned from the receipt of the Notice of Proceed (NTP). It was mentioned that Bid Security should be One Hundred Twenty (120) days. And it was emphasized that whatever documents posted on the Bid Bulletin should form part of the agreement.



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It was also underscored that the Manpower Requirement; Production/Delivery Schedule; and after-sales warranty should be a mandatory requirement in which absent of one will result to outright disqualification of the bidder.

It also discussed that the procurement should be classified under 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 25% of the Approved Budget of the Contract (ABC)**. 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 mentioned that for this project, contracts similar to the project refers to contracts which have the same major categories of supplies which shall be Office Supplies and Consumables.

She 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.

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**

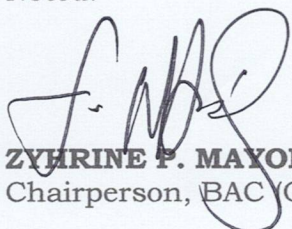
<b>Questions, Clarifications, Discussions</b>	<b>Agreements</b>
1. PR for office supplies, item No. 37 pertaining to lanyard, should it be customized?	For lanyard, this should be customized.
2. How about the layout/design for the lanyard?	Softcopy of the layout/design of the lanyard will be given to the winning bidder.
3. How about the thickness of the Continuous paper/form?	Refer to PR for the specifications of the item, or contact the supply office for the sample.
4. Should the continuous paper be carbonized or not?	Continuous Paper/form should be carbonized.

There being no matters to discuss, the meeting adjourned at 3:55 in the afternoon.

Prepared:

  
**ATTY. CHRISTINE JOYCE S. PACO**  
 Head, BAC Secretariat

Noted:

  
**ZYRINE P. MAYORMITA**  
 Chairperson, BAC (Goods and Services)

