



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 27, 2024

ATTENDANCE:

- | | |
|----------------------------------|-------------------------------------------|
| 1. Wilson H. Inding | BAC Vice-Chairperson (Goods and Services) |
| 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) |
| 5. Robert I. Poculan III | Proponent
(virtual) |
| 6. Arcelita B. Zamoras | TWG Head |
| 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 projects:

1. **Board and Lodging for the Division Training of School Trainers on the MATATAG Curriculum** with an Approved Budget Contract (ABC) of Sixteen Million Seven Hundred Ninety-Eight Thousand Five Hundred Pesos & 00/100 (Php 16,798,500.00.00).
2. **Procurement of Supplies and Materials for the School-Based Training (SBTT) on the MATATAG Curriculum** with an Approved Budget Contract (ABC) of One Million Forty-Six Thousand One Hundred Pesos & 00/100 (Php 1,046,100.00).

was called to order at 10:30 in the morning presided by SEPS Wilson H. Inding, Vice Chairperson, Bids and Awards Committee, Goods and Services. He then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum by the presiding officer.

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

The Proponent, SEPS Robert I. Poculan, presented the two (2) projects with the Purchase Request (PR) together with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). He emphasized that the schedule dates of the implementation of the project was given by the Central Office which will be on April 15-19, 2024 and April 29 to May 3, 2024, hence the dates for implementation given should be strictly adhered to.



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Project 1: Board and Lodging for the Division Training of School Trainers on the MATATAG Curriculum

This Project shall compose of two (2) lots meaning one (1) project having two (2) separate contracts per lot. It was emphasized that the winning bidder should have not less than ten (10) function halls, projectors and projector screen. For the SBTT Training (Lot 2) the project implementation is to be conducted by clusters. (Please see attached training venues)

Project 2: Procurement of Supplies and Materials for the School-Based Training (SBTT) on the MATATAG Curriculum

This project shall compose of one (1) lot which is equivalent to one (1) contract. It was emphasized that if the offer of the prospective bidder is not responsive to any of the items in the Purchase Request and technical specifications, such will result to the outright disqualification of the proposal. Delivery of this project is within seven (7) days upon receipt of the Notice to Proceed (NTP). Also, it was discussed that the items should be packed into six clusters. (Please see attached distribution list)

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 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 and that posting on the PhilGEPS website of any supplemental/bid bulletin shall be considered sufficient notice to all bidders.

It was also discussed that for Project No. 1 the procurement 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/ Single Largest Completed Contract (SLCC) equivalent to at **least 50% of the Approved Budget of the Contract (ABC)**. The 50% SLCC should be that of the ABC per lot.

For project No. 2 it 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 underscored that for Project No. 1 the Manpower Requirement and Production/Delivery Schedule should be a mandatory requirement in which absent of one will result to outright disqualification of the bidder.



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For Project No. 2 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.

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).

It was motioned and agreed by the BAC members that the deadline of the submission of bids will be rescheduled to April 9, 2024 at 1:30 in the afternoon.

D. Open Forum

Clarifications on Technical Specifications	Agreements
Construction Paper	Long, sturdy as to be used as metacards
Bond Paper (A4)	80 gsm
Expanded Envelope	Color: kraft; size: legal
Scissors	Heavy Duty
Marker	Permanent; Fine
Crayons	8 Colors
Ballpen	0.5mm; Black

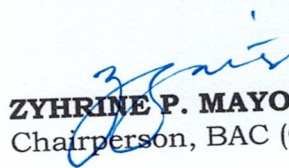
There being no matters to discuss, the meeting adjourned at 11:30 in the morning.

Prepared:



ATTY. CHRISTINE JOYCE S. PACO
 Head, BAC Secretariat

Noted:



ZYHRINE P. MAYORMITA
 Chairperson, BAC (Goods and Services)



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SCHOOL-BASED TRAINING FOR TEACHERS
April 29-May 3, 2024

Training Venues

CLUSTERS	VENUES
Cluster 1	Polanco Central School
Cluster 2	Roxas National High School
Cluster 3	Sindangan National Agricultural School
Cluster 4	Liloy National High School
Cluster 5	Kipit-Agro Fishery High School
Cluster 6	Siocon National Science High School



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**Proposed Distribution of Slots for the DTOT on
MATATAG Curriculum**

CLUSTER	Slots per District
CLUSTER 1	730
CLUSTER 2	576
CLUSTER 3	587
CLUSTER 4	541
CLUSTER 5	546
CLUSTER 6	507
Total	3487