



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-PROCUREMENT CONFERENCE

January 15, 2024
3:00 P.M.

ATTENDANCE:

1. Wilson H. Inding	BAC Vice Chairperson (Goods and Services)
2. Sonia Y. Uy	BAC Member (Goods and Services)
3. Giparel B. Elumba	BAC Member (Goods and Services) (virtual)
4. Grace T. Dela Cruz	BAC Member (Goods and Services)
5. Ethyl Kimberly S. Labadan	Proponent
6. Robert I. Poculan III	Expert Representative (virtual)
7. Atty. Christine Joyce S. Paco	Head - BAC Secretariat
8. Atty. Noriza Jean L. Daga	Co-Head - BAC Secretariat
9. Mary Grace B. Pajaren	BAC Staff

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the projects:

- **Procurement of Safety and Emergency Supplies and Equipment for 27 Schools** with an Approved Budget of the Contract of Two Million Six Hundred Ten Thousand Nine Hundred Pesos & 00/100 (P 2,610,900.00); and
- **Board and Lodging for the Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and Schools** with an Approved Budget of the Contract of Seven Million Fifty Thousand Pesos & 00/100 (P 7,050,000.00)

was called to order at 3:10 in the afternoon presided by SEPS Wilson H. Inding, Vice-Chairperson, Bids and Awards Committee-Goods and Services. The conference started with a prayer lead by Dr. Sonia Y. Uy, Regular Member, 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.

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

The proponent, Ethyl Kimberly S. Labadan, presented the two (2) Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). She also presented the memorandum on the guidelines of the procurement of the safety and emergency supplies and equipment. This



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memorandum is the basis for the procurement of the said project. She discussed the salient features of the memorandum such as what are the inclusions in the packages of the safety and emergency supplies and equipment.

C. Discussion

Project 1: Procurement of Safety and Emergency Supplies and Equipment for 27 Schools

Sir Inding commented that the procurement pertains to supplies and equipment, hence recommended that the proponent will inquire from the Procurement Service-Department of Budget and Management (PS-DBM) as to the availability of the supplies. Also, the proponent is required to attached the Certificate of Non-Availability of Supplies (CNAS) in case where there are no available supplies in the PS-DBM.

It was also emphasized that the supplemental Annul Procurement Plan (APP) be made to be attached with the pertinent documents for the procurement.


It was mentioned that there is a need to clarify the technical specifications pertaining to warranty which is seven (7) days as reflected in the PR. It should be modified to state that for items that have visible damages and/or defective items, such should be replaced within seven (7) days.

Project 2: Board and Lodging for the Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and Schools


Sir Poculan, the expert representative, suggested that the program implementation of this project should be conducted on the first quarter of the year, if possible, in order to cater the upcoming programs.

There being no matters to discuss, the meeting adjourned at 3:43 in the afternoon.

Prepared:


ATTY. CHRISTINE JOYCE S. PACO
Head, BAC Secretariat

Noted:


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



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