



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-BID CONFERENCE  
 October 23, 2020**

**ATTENDANCE:** (See Annex "A")

The pre-bid conference for the project: Printing and Delivery of Self-Learning Modules (SLMs) for Quarter 2, SY 2020-2021, was called to order at 3:15 PM on October 23, 2020, 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 declaration of quorum in which five(5) out of seven (7) members of the BAC are present. Prospective bidders were also acknowledged.

Subsequently, the BAC Chairperson ASDS Romaguera decided to dispense with the reading of the pre-procurement conference of the project. The proponent EPS Evelyn Labad presented the scope of the project and technical specifications.

DISCUSSION	AGREEMENT
<p><b>Presentation of the technical specifications with the proponent EPS Evelyn Labad:</b></p> <p>-EPS Labad discussed the technical specifications of the project with the number of pages of the different subject area per grade level.</p> <p>-She also mentioned that the PE finds it more convenient on the part of the schools to get their shares of modules in the strategic site within the congressional district, than getting it from the SDO. Thus, a modification of the Terms and references of the contract was introduced. There were no reactions from the prospective bidders.</p> <p>- With the modification of the delivery sites, it became imperative to reconsider the packing, preferably by district instead of by gravel level or by subject, to make it more convenient on the part of the schools and also on the part of the releasing officials. The packing shall be modified as by <b>district</b> instead of by grade level/subject. The BAC chair instructed the proponent to settle this matter with the CID Chief, and finalized to facilitate the posting of bid bulletin. Once the contract is awarded to a certain supplier/service provider, it will be given data on enrolment per school per district to facilitate their subsequent packing.</p> <p>- There was discussion on the cover and color specifications, which a number of bidders raised for clarifications. The Chairperson ASDS Romaguera instructed the proponent to ascertain the cover page and color specifications for bid bulletin.</p>	<p>1. Delivery sites:</p> <ul style="list-style-type: none"> <li>• First CD - Polanco Central School, Polanco, Zamboanga del Norte;</li> <li>• Second CD- Manukan East Central School, Manukan, Zamboanga Del Norte; and</li> <li>• Third CD - Liloy Central School, Liloy Zamboanga del Norte</li> </ul> <p>2. Packing and delivery of SLMs:</p> <ul style="list-style-type: none"> <li>• Packing would be by district;</li> <li>• Proponent should provide data on the enrolment per school per district to facilitate the packing of the modules.</li> </ul> <p>3. Modification as to the cover page and color specifications be entered in the bid bulletin.</p>





Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

<p><b>Presentation of the Bidding Documents by the BAC Secretariat SEPS Wilson Inding:</b></p> <p>-BAC Secretariat SEPS Wilson Inding discussed and conducts a run through the updated bidding documents. Highlighted were those provisions which the PE is made to select appropriate instructions for the bidder's to follow. Emphasis given to the prospective bidders on the part where such bidders should sign every page in order to verify that they read every page of the documents. The checklist was also discussed for the prospective bidders' information and guidance. It was also emphasized that prospective bidder should provide their eligibility and if prospective bidders will conduct transactions with the procuring entity with their representative, such representative should have Special Power of Attorney(SPA) presented. It was also emphasized that technical and financial documents should be in four copies (4) and should be tabbed for easier evaluation of the BAC members and should be according to the checklist. Insert a hard copy of Philippine Bidding Documents, with initial per page, in the original copy of proposal.</p> <p>-There was an agreement reached by both parties, re: computation of technical eligibility of bidders on the Single Largest Completed Contract. Considered was the proposal by one bidder to classify the printed modules as expendable supplies so that the bidders would only require compliance of at least 25 % of the ABC for their SLCC, as opposed to 50% requirement for SLCC if the impending procurement be classified as non-expendable supplies/services. The consideration is premised on the intention of providing more opportunities for bidders to bid out lot/s with quite high ABC. That would also mean no failure of bidding may occur by reason of the SLCC requirement.</p>	<p>-Bidders should sign every page of the Philippine Bidding Documents.</p> <p>-Prospective bidder should provide their eligibility and if prospective bidders will conduct transactions with the procuring entity with their representative, such representative should have Special Power of Attorney (SPA) presented.</p> <p>-Technical and financial documents should be in four copies (4) and should be tabbed for easier evaluation of the BAC members and should be according to the checklist.</p> <p>-Insert a hard copy of Philippine Bidding Documents, with initial per page, in the original copy of proposal.</p> <p>-Printed modules should be classified as Expendable supplies/services to require 25% of the ABC for prospective bidder's SLCC.</p>
<p><b>Presentation of the checklist by the BAC Secretariat SEPS Wilson Inding:</b></p> <p>Walk through of the checklist of requirements was done. There were no clarifications on the eligibility, technical and financial requirements. The following things were emphasized:</p> <ol style="list-style-type: none"> <li>1. Tabbing of documents</li> <li>2. Sequencing of documents in accordance with the order of the documents as enumerated in the checklist</li> <li>3. 4 copies of proposals, including the original shall be submitted on or before deadline of bid submission which is November 5, 2020, 2:00 PM.</li> <li>4. Insert a copy of PBD, with initial per page, in the original copy of proposal.</li> </ol>	





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**Open Forum:**

Queries of the prospective bidders:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. One of the prospective bidders inquired on what to use with regards to the cover. Whether to use foldcote or self cover.</li><li>2. With regards to the number of pages, whether the 12/16 pages pertains to cover to cover or only one page.</li><li>3. It was also asked if the printing should be colored or not.</li></ol> | <ol style="list-style-type: none"><li>1. The proponent provided that self-cover should be used.</li><li>2. The proponent clarified that each modules contained 12/16 pages.</li><li>3. Modification as to the cover page and color specifications be entered in the bid bulletin.</li></ol> |
|---|---|

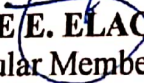
There being no matters to be discussed, the meeting was adjourned at 4:30 in the afternoon.

Prepared by:

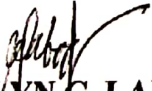
  
**WILSON H. INDING**  
Head – BAC Secretariat

CONFORME:


**SONIA Y. UY**  
Regular Member

  
**JESSIE E. ELACAN**  
Regular Member

  
**GIPAREL B. ELUMBA**  
Regular Member

  
**EVELYN C. LABAD**  
Proponent

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

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