



**MINUTES OF THE MEETING**

Name of Office: **ASDS**

<b>I. TITLE OF THE ACTIVITY</b>	<b>PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR THE SECOND QUARTER</b>
<b>II. DATE CONDUCTED</b>	SEPTEMBER 24, 2020, 10:00 am
<b>III. VENUE</b>	Google Meet Online Platform
<b>IV. ATTENDANCE</b>	<p><b>BIDS &amp; AWARDS COMMITTEE</b> JERRY DIMLA CRUZ PhD, CESE DOMINADOR M. CABRERA PhD RAMILO C. CRUZ PhD EDWARD C. JIMENEZ PhD JEREMIAS B. TRINIDAD CESAR G. YADAO GENARO V. RELENTE</p> <p><b>TECHNICAL WORKING GROUP</b> ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p><b>SECRETARIAT</b> JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p><b>REPRESENTATIVE BIDDER:</b> Noel Abellanos- A7A Trading Dexter Carlos- Vicarish Publications</p>
<p><b>V. DISCUSSION</b></p> <p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via google meet online platform at around 10:00 am.</p> <p>The prayer was led by Mr. Genaro V. Relente, Principal III, BAC Member.</p> <p>Dr. Dominador M. Cabrera acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The following topics were discussed:</p> <ul style="list-style-type: none"> <li>• Dr. Jerry Dimla Cruz informed the body that the meeting was recorded. He then presented the project, Reproduction of Alternative Delivery Mode (ADM) Materials for the Second Quarter, with a total Approved Budget for the Contract (ABC) of Eleven Million Eight Hundred Sixty Four Thousand, Eight Hundred Thirty Pesos Only (ABC Php P11,864,830.00), SARO NO. DepEd ROIII- ROIII-2020-07-1458 with a contract duration of 45 calendar days, Bidding documents amount- P25, 000.00.</li> </ul>	



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- The Chair stated the following purpose of the pre-bid conference:
  - a. Explain the details of the solicitation documents to interested bidders.
  - b. Clarify the technical and procurement aspects of the solicitation documents.
  - c. PERMIT the Prospective bidders to request clarifications on the invitation for bids or request for proposals
  - d. GIVE bidders sufficient information to help them submit a bid or proposal that responds to the requirement.
  - e. Scheduled Pre-bid conference one week after the initial announcement of the invitation to bid which was dated September 17, 2020 to give prospective bidders enough time to get ready and study the solicitation documents and for them to prepare a request for clarification, if any.

- The schedule of activities were also discussed, to wit:

Pre-Procurement Conference	September 16,2020	via Google Meet
Ads/Post of IAEB	September 17- October 6, 2020	www.philgeps.net
Receipt of LOI	September 17- October 6, 2020	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	September 17- October 6, 2020	DepEd-SDO City of Meycauayan
Pre-Bid Conference	September 24, 2020, 10:00 AM	via Google Meet
Submission and Opening of Bids	October 06, 2020	DepEd-SDO City of Meycauayan Conference Hall
	Submission- 9:00 am	
	Opening- 10:00 am	
Bid Evaluation	October 8, 2020	DepEd-SDO City of Meycauayan
Post Qualification	October 12, 2020	DepEd-SDO City of Meycauayan
Resolution to Award	October 14, 2020	DepEd-SDO City of Meycauayan
Notice of Award	October 16, 2020	DepEd-SDO City of Meycauayan
Contract Meycauayan	October 19, 2020	DepEd-SDO City of Meycauayan
Notice to Proceed	October 21, 2020	DepEd-SDO City of Meycauayan
Estimated Completion Date	December 5, 2020	

- The Chair emphasized the strict compliance to the time submission of bidding documents which is on October 6, 2020, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.
- The Technical Specifications listed below of the project was discussed by Dr. Edward Jimenez:



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Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed	Unit Amount	Total Amount
K	3033	Activity Sheets	@**Numeracy / Literacy	10	2,500	160.00	400,000.00
1	3264		*Filipino	8	2,000	110.00	220,000.00
			*MTB	7	1,750	46.00	80,500.00
			*Math	9	2,250	80.00	180,000.00
			*Science (SSES)	8	560	186.00	104,160.00
			*MAPEH	9	1,125	432.00	486,000.00
			@**AP	8	2,000	64.00	128,000.00
			@**EsP	4	1,000	19.00	19,000.00
2	3701		*Filipino	7	1,750	58.00	101,500.00
			*Eng	13	3,250	82.00	266,500.00
			*MTB	6	1,500	18.00	27,000.00
			*Math	10	2,500	88.00	220,000.00
			*Science (SSES)	8	560	44.00	24,640.00
			*MAPEH	9	1,125	432.00	486,000.00
			@**AP	7	1,750	56.00	98,000.00
3	3425		@**EsP	9	2,250	38.00	85,500.00
			*Filipino	7	1,750	76.00	133,000.00
			*MTB	7	1,750	39.00	68,250.00
			*Eng	16	4,000	99.00	396,000.00
			*Math	14	3,500	116.00	406,000.00
			*Science (Reg)	7	1,750	243.00	425,250.00
			*MAPEH	9	1,125	432.00	486,000.00
4	2876		@**AP	8	2,000	64.00	128,000.00
			@**EsP	5	1,250	22.00	27,500.00
			*Filipino	8	2,000	196.00	392,000.00
			*Eng	11	2,750	78.00	214,500.00
			*Math	18	4,500	144.00	648,000.00
			*Science (Reg)	7	1,750	38.00	66,500.00
			*Science (Reg)	1	50	10.00	500.00
5	2968		@*EPP	10	2,500	168.00	420,000.00
			*MAPEH	10	1,250	480.00	600,000.00
			@**AP	5	1,250	40.00	50,000.00
			@**EsP	4	1,200	16.00	19,200.00
			*Filipino	6	1,500	48.00	72,000.00
			*Eng	7	1,750	46.00	80,500.00
			*Math	19	4,750	152.00	722,000.00
*Science (Reg)	7		1,750	153.00	267,750.00		
@*EPP	10		2,500	168.00	420,000.00		
*MAPEH	10		1,250	480.00	600,000.00		
@**AP	8		2,000	64.00	128,000.00		



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6	3305	@**EsP	6	2,100	25.00	52,500.00
		*Filipino	7	1,750	88.00	154,000.00
		*Eng	10	2,500	87.00	217,500.00
		*Math	17	3,825	136.00	520,200.00
		*Science (SSES)	7	490	67.00	32,830.00
		@*TLE	10	2,500	168.00	420,000.00
		*MAPEH	10	1,250	480.00	600,000.00
		@**AP	8	2,200	64.00	140,800.00
		@**EsP	5	1,625	18.00	29,250.00
<b>TOTAL</b>			<b>426</b>	<b>95,985</b>	<b>P6,418.00</b>	<b>P11,864,830.00</b>

Note: Price of reproduction is P1 per page

Legend: @ - booklet-type

\* - A4 size

\*\* - Long size bondpaper

Specifications for Reproduction:

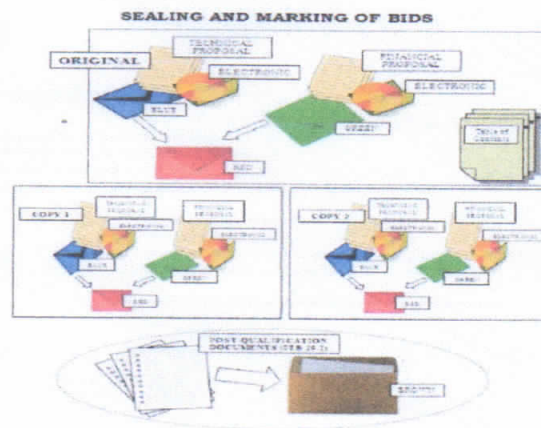
Printing: full color (Cover page)

Content: Black and White printing

Paper: Paper 80 gsm

Size: A4/Long size bond paper

- The Checklist of Documents Comprising the Bid(s) for Bidders: The Eligibility + Technical Component and the Financial Component were also discussed and will be provided to bidders who will purchase the bidding docs.
- Number of Copies for both Technical Financial Component Documents in Separate Envelopes:  
 One (1) original copy  
 Two (2) additional copies
- Color Coding of envelopes and marking guidelines were presented using the following format:





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ORIGINAL / COPY NO. \_\_\_\_\_

[BIDDER'S COMPANY NAME]  
[COMPANY'S OFFICE ADDRESS]  
PUBLIC BIDDING: [PROJECT TITLE]  
BIDDING FOR \_\_[Lot no.]\_\_: \_\_[item description]\_\_ (if applicable)

THE CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DEPARTMENT OF EDUCATION CITY OF MEYCAUAYAN  
[VENUE OF BID OPENING]

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]

- The Bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.
- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

There were queries raised by the following:

- BAC Member Mr. Genaro Relente asked as to the ratio of module per school. Dr. Edward Jimenez said that it was based on survey result.
- Mr. Dexter Carlos of Vicarish Publications asked as to how many pages and if 70 gsm be allowed in lieu of 80 gsm?  
Dr. Jimenez answered the following;  
The set of materials vary per subject area. The usual is 8-12 pages/ activity.  
Technical specs from Central Office- 80 gsm.
- TWG Member Engr. Marc Gerard Sarabia requested that the Bid Form be presented to the body.
- BAC Secretariat Riza C. Arnoza presented the bid form which shall be used by the bidder(s).



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For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_ Invitation to Bid# Number \_\_\_\_\_ Page of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Quantity	Unit price (P=)	Transportation and insurance and all other costs incident to delivery, per item	Taxes and other taxes payable if Contract is awarded, per item	Cost of incidental services, if applicable, per item	Total Price, per unit (incl 1-6+7+8)	Total Price, adjusted Final Estimate (incl 9+10 (incl 4))	

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at around 10:40 am.

<b>VI. PHOTO DOCUMENTATION</b>	See attached
<b>Prepared by:</b>	 <b>RIZA C. ARNOZA</b> Member, BAC Secretariat
<b>Checked and Verified:</b>	 <b>JERRY DIMLA CRUZ, PhD, CESE</b> Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent BAC Chairman
<b>Noted:</b>	 <b>CAROLINA S. VIOLETA EdD</b> Assistant Schools Division Superintendent Officer -In-Charge Office of the Schools Division Superintendent

