



MINUTES OF THE MEETING

Name of Office: **BAC**

I. TITLE OF THE ACTIVITY	PRE-BID CONFERENCE FOR THE ADDITIONAL REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR THE SECOND QUARTER
II. DATE CONDUCTED	November 4, 2020, 10:00 am
III. VENUE	Google Meet Online Platform
IV. ATTENDANCE	<p>BIDS & AWARDS COMMITTEE 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>TECHNICAL WORKING GROUP ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p>

V. DISCUSSION

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.

The prayer was led Dr. Edward C. Jimenez, BAC Member.

Dr. Dominador M. Cabrera acknowledged the presence of BAC Members, TWG and Secretariats.

The following topics were discussed:

Dr. Jerry Dimla Cruz informed the body that the meeting was recorded. He reiterated 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 bidding 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 October 27, 2020 to give prospective bidders enough time to get ready and study the bidding documents and for them to prepare a request for clarification, if any.



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He then presented the project, Additional Reproduction of Alternative Delivery Mode (ADM) Materials for the Second Quarter, with a total Approved Budget for the Contract (ABC) of Contract (ABC) of Php 1,724,000.00, SARO NO. DepEd ROIII-2020-10-2355, Contract Duration 30 days, Bid Docs Amount P 5,000.00. He also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	October 27,2020	via google meet
Ads/Post of IAEB	Oct. 27- Nov. 17, 2020	www.philgeps.net , sdo-meycauayan.com
Receipt of LOI	Oct. 27- Nov. 17, 2020	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Oct. 27- Nov. 17, 2020	DepEd-SDO City of Meycauayan
Pre-Bid Conference	November 4, 2020, 10:00 AM	via google meet
Submission and Opening of Bids	November 17, 2020 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	November 19, 2020	DepEd-SDO City of Meycauayan
Post Qualification	November 23, 2020	DepEd-SDO City of Meycauayan
Resolution to Award	November 25, 2020	DepEd-SDO City of Meycauayan
Notice of Award	November 27, 2020	DepEd-SDO City of Meycauayan
Contract	December 1, 2020	DepEd-SDO City of Meycauayan
Notice to Proceed	December 3, 2020	DepEd-SDO City of Meycauayan
Estimated Completion Date	January 9, 2021	

- The Chair emphasized that strict compliance to the time submission of bidding documents which is on November 17, 2020, on or before 9:00 am should be followed by the bidders. Late bids shall not be accepted in compliance to the provisions in RA 9184.
- The Technical Specifications listed below was discussed by Dr. Edward Jimenez:

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed	Unit Amount	Total Amount
7	2612	Activity Sheets/ Modules	*Filipino	8	1,920	60.00	115,200.00
			*Eng	7	2,240	49.00	109,760.00
			*Math	5	1,600	40.00	64,000.00
			*#Science	3	960	76.00	72,960.00
			@*TLE	6	1,920	72.00	138,240.00
			*MAPEH	6	1,920	72.00	138,240.00
			@**AP	8	2,560	64.00	163,840.00
@**EsP	8		2,560	21.00	53,760.00		
8	2488		*Filipino	6	1,920	85.00	163,200.00
			*Eng	5	1,600	49.00	78,400.00
			*Math	5	1,600	40.00	64,000.00
			*Science	6	1,920	62.00	119,040.00
			@*TLE	5	1,600	60.00	96,000.00
			@*TLE	3	1,416	12.00	16,992.00
		*MAPEH	6	1,920	72.00	138,240.00	
@**AP	7	2,240	56.00	125,440.00			
@**EsP	8	2,560	26.00	66,560.00			
TOTAL				100	32,456	P916.00	P1,723,872.00



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Note: Price of reproduction is P1 per page

Legend: @ - booklet-type

- module

* - A4 size bondpaper

** - Long size bondpaper (8.5" x 13")

Specifications for Reproduction LAS:

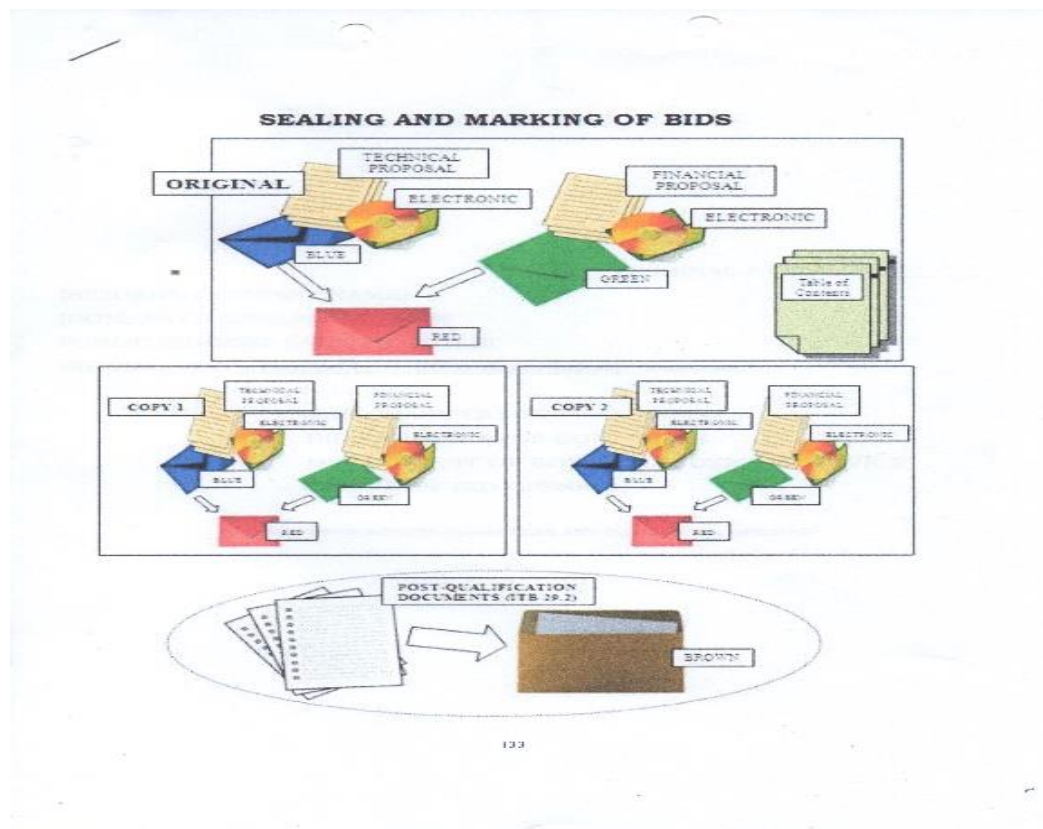
Printing: full color (Cover page)

Content: Black and White printing

Paper: Paper 80 gsm

Size: A4/Long Size (8.5" x 13")

- 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]

BIDDING FORM TO BE USED:

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid⁴ Number __. Page of ____.

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price EXW per item	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)

- 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.




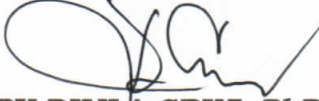

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There were queries raised by the following:

- BAC Member Mr. Jeremias B. Trinidad asked as to the average distribution of module per school.
 Dr. Edward Jimenez said that each school has an allocation of 30 pcs/ title. Digital copy will be provided.
- Mr. Genaro V. Relente clarified if the reproduction included in the 1st Quarter?
 Dr. Jimenez answered that the project is intended for Grade 7 and 8 Learners for the 2nd Quarter.

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 10:25 am.

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



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PHOTOS OF THE ACTIVITY

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November 4, 2020, 2020, 10:00 am via Google Meet

