



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 2ND QUARTER (PROJECT 2020-005-G)									
II. DATE CONDUCTED	December 04, 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 ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p>REPRESENTATIVE BIDDER: Mary Rose Esguerra of JM Esguerra’s Printing Press</p>									
<p>V. DISCUSSION</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, BAC Member.</p> <p>Dr. Dominador M. Cabrera acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Chair discussed the project, Additional Reproduction of Alternative Delivery Mode (ADM) Materials For The Second Quarter (Savings) Project No. 2020-005-G, with a total Approved Budget for the Contract (ABC) of One Million Seven Hundred Seventy-Nine Thousand Six Hundred Fifty Four Pesos Only (PhP 1,779,654.00) from savings of SARO NO. DepEd ROIII-2020-07-1458 with a contract duration of 30 calendar days, Bidding documents amount - P5,000.00.</p> <ul style="list-style-type: none"> The schedule of activities was also discussed, to wit: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 40%;">Pre-Procurement Conference</td> <td style="width: 30%;">November 27, 2020</td> <td style="width: 30%;">via Google Meet</td> </tr> <tr> <td>Ads/Post of IAEB</td> <td>Nov. 28- Dec. 17, 2020</td> <td>www.philgeps.net</td> </tr> <tr> <td>Receipt of LOI</td> <td>Nov. 28- Dec. 17, 2020</td> <td>DepEd-SDO City of Meycauayan</td> </tr> </table> 		Pre-Procurement Conference	November 27, 2020	via Google Meet	Ads/Post of IAEB	Nov. 28- Dec. 17, 2020	www.philgeps.net	Receipt of LOI	Nov. 28- Dec. 17, 2020	DepEd-SDO City of Meycauayan
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Issuance of Bidding Documents Nov. 28- Dec. 17, 2020

Pre-Bid Conference December 4, 2020, 10:00 AM
 Submission and Opening of Bids December 17, 2020
 Meycauayan

Bid Evaluation Submission- 9:00 am
 Opening- 10:00 am
 December 18, 2020

Post Qualification December 22, 2020

Resolution to Award December 23, 2020

Notice of Award December 24, 2020

Contract December 28, 2020

Notice to Proceed December 29, 2020

Estimated Completion Date February 5, 2021

Meycauayan
 DepEd-SDO City of
 Meycauayan
 via Google Meet
 DepEd-SDO City of
 Conference Hall

DepEd-SDO City of
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- The Chair stated the nature of the pre-bid conference wherein it is a forum where the Bids and Awards Committee (BAC) and prospective bidders meet to discuss all the aspects of the procurement at hand.
- Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
- Section 22.3 of the 2016 IRR of RA 9184 mandates that the pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.
- It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.
- The Chair emphasized the strict compliance to the time submission of bidding documents which is on December 17, 2020, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.



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- The Technical Specifications of the project listed below was also discussed by Dr. Edward Jimenez.

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed	Unit Amount	Total Amount
K	3033	Activity Sheets	**Numeracy /Literacy	10	2,750	160.00	440,000.00
1	3264		*Filipino	8	2,200	110.00	242,000.00
			*MTB	7	1,925	46.00	88,550.00
			*Math	9	2,475	80.00	198,000.00
			*Science (SSES)	8	616	186.00	114,576.00
			*MAPEH	9	1,125	432.00	486,000.00
			**AP	8	2,800	64.00	179,200.00
			@**EsP	4	1,600	19.00	30,400.00
			@**EsP	1	116	8.00	928.00
TOTAL				64	15,607	P1,105.00	P1,779,654.00

Note: Price of reproduction is P1 per page

Legend: @ - booklet-type

* - A4 size

** - Long bond paper size (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 bond paper size (8.5 x 13)

The Chair discussed the following:

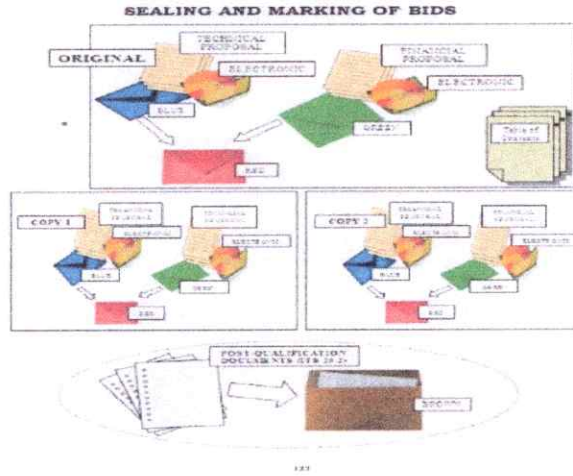
- The Checklist of Documents Comprising the Bid(s) for Bidders: The Eligibility + Technical Component and the Financial Component will be provided to bidders who will purchase the bidding docs.
- Number of Copies for both Technical Financial Component Documents in Separate Envelopes:
 One (1) original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

Handwritten mark



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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]

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 BIDD	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 3+4+5+6+7+8)	Total Price delivered Final	Total Price Delivered Final

- 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.



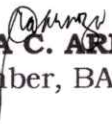


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- In the event of any discrepancy between the original and the copies, the original shall prevail.

The Chair asked the BAC Members, TWG, Secretariat and participating bidder for any clarifications/ questions regarding the project. They answered that the discussion was clear to them.

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 10:30 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



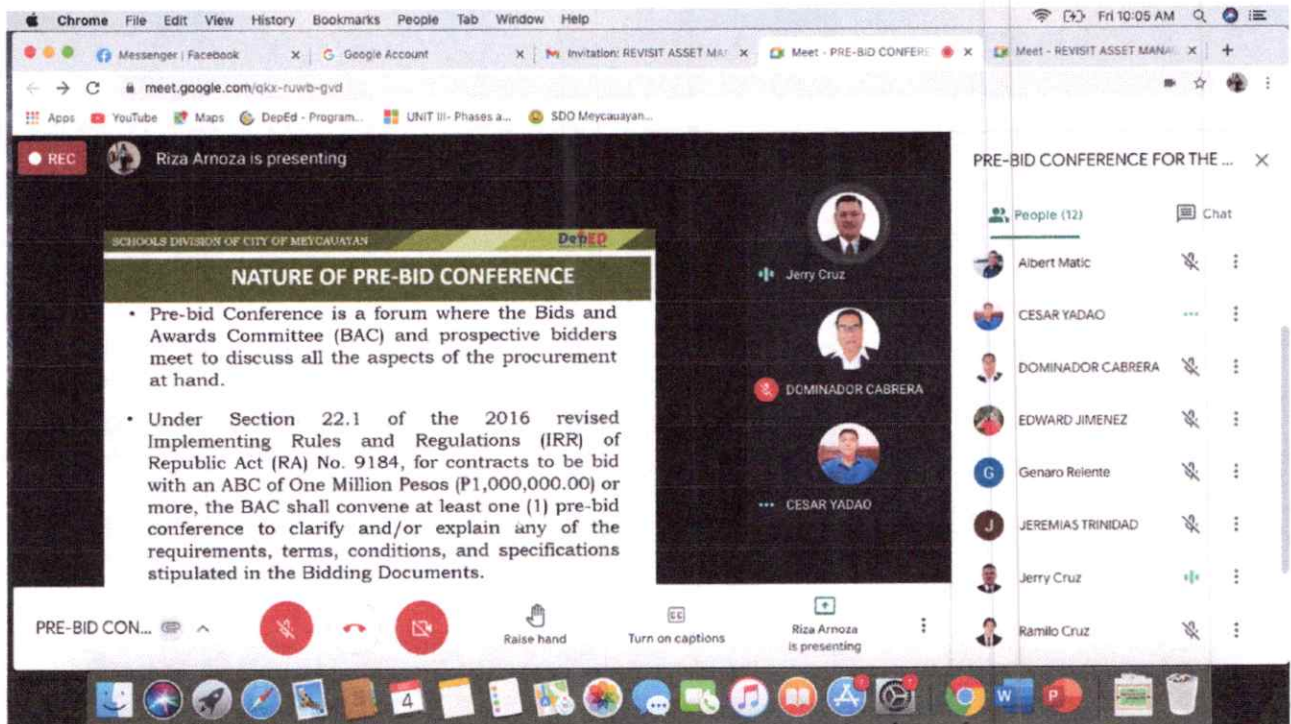
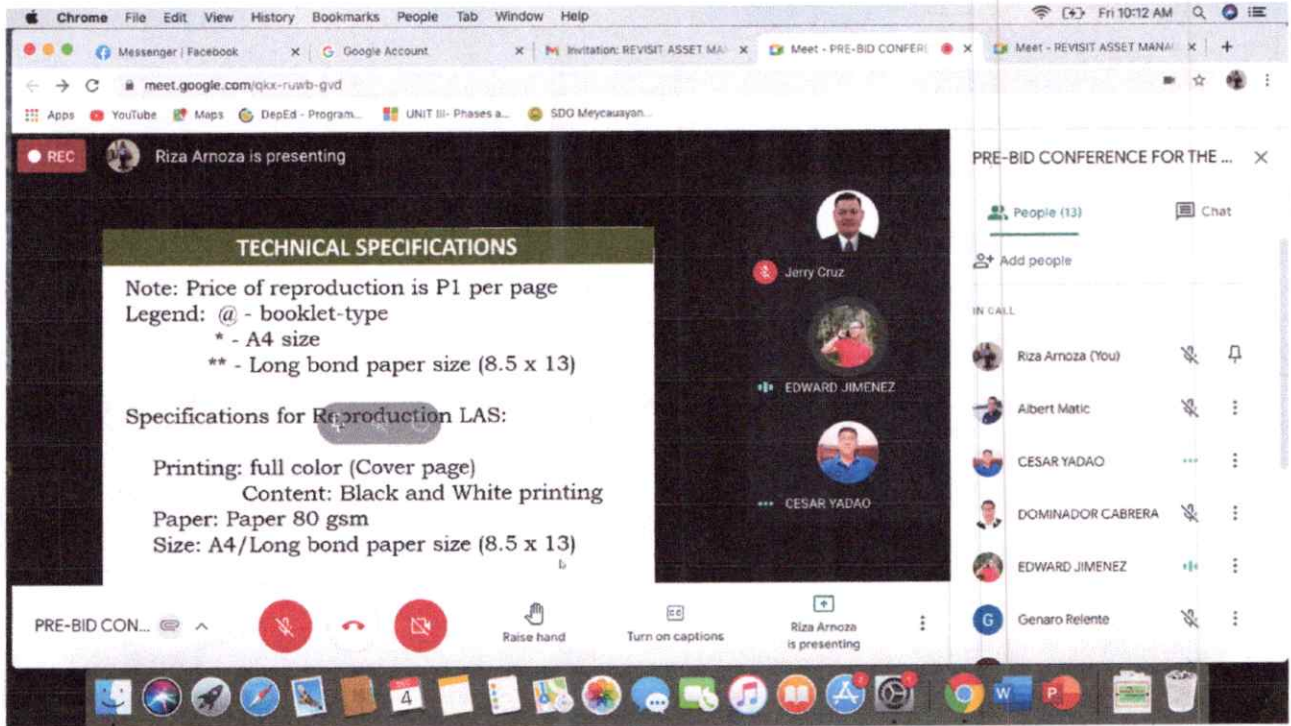
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PHOTOS OF THE ACTIVITY

PRE-BID CONFERENCE FOR THE ADDITIONAL REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR THE 2ND QUARTER (PROJECT 2020-005-G)

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





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TECHNICAL SPECIFICATIONS

Grade Level	Actual Award amount	Description	Subject	No. of titles	Quantity needed	Unit Amount	Total Amount
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			*Pilipino	8	2,200	110.00	242,000.00
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SEALING AND MARKING OF BIDS

The presentation displays two diagrams illustrating the process of sealing and marking bids. The top diagram shows a flow from 'BIDDING' to 'SEALING' and 'MARKING', leading to 'BID SUBMISSION'. The bottom diagram shows a similar flow but includes 'BID OPENING' and 'BID EVALUATION' steps.