



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 FOURTH QUARTER
II. DATE CONDUCTED	March 30, 2021
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 CESAR G. YADAO JEREMIAS B. TRINIDAD 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> <p>BIDDER SHIRLEY AVELLANOZA- Xier Lei Trading</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 by Mr. Genaro V. Relente, BAC Member.

Dr. Dominador M. Cabrera acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.

The Chair then presented the project, Reproduction Of Alternative Delivery Mode (ADM) Materials for the Fourth Quarter, Contract Duration 30 days, Bid Docs Amount P 5,000.00 for each project, for the following:

Project No.	ABC	SARO No.
2021-001-G	Php 2,206,654.00	DepEd ROIII-2021-03-064
2021-002-G	Php 2,860,692.00	DepEd ROIII-2021-02-035

- 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.

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- 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.

He also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	March 18, 2021, 10:00 am	Via google meet
Ads/Post of IAEB	March 22 – April 13, 2021	www.philgeps.net
Receipt of LOI	March 22 – April 13, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	March 22 – April 13, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	March 30, 2021, 10:00 AM	Via Google Meet
Submission and Opening of Bids	April 13, 2021 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	April 14, 2021	DepEd-SDO City of Meycauayan
Post Qualification	April 16, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	April 19, 2021	DepEd-SDO City of Meycauayan
Notice of Award	April 20, 2021	DepEd-SDO City of Meycauayan
Contract	April 22, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	April 23, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	May 30, 2021	

Dr. Edward C. Jimenez, LRMSD Education Program Supervisor discussed the Technical Specifications of the projects, to wit:

PROJECT 2021-001-G

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount	
4	2928	Learning Activity Sheets	EPP	10	2928	120.00	351,360.00	
5	3045		EPP	10	3045	120.00	365,400.00	
6	3419		TLE	10	3419	144.00	492,336.00	
7	2714		TLE	8	2714	96.00	260,544.00	
8	2586		TLE	8	2586	104.00	268,944.00	
9	2499		TLE	(Handicraft)	8	550	96.00	52,800.00

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10	2065	TLE (Cookery)	8	780	96.00	74,880.00
		TLE (Dress)	8	590	96.00	56,640.00
		TLE (FBS)	8	590	96.00	56,640.00
		TLE (Wellness)	8	340	100.00	34,000.00
		TLE (Food Proc.)	8	380	96.00	36,480.00
		TLE (Dress)	8	450	96.00	43,200.00
		TLE (Cookery)	8	510	96.00	48,960.00
11	943	Stat & Prob	8	250	78.00	19,500.00
		HOPE	3	249	30.00	7,470.00
		Filipino	6	250	54.00	13,500.00
12	609	HOPE	10	200	120.00	24,000.00
TOTAL			137	19,831	1,638.00	P 2,206,654.00

Note: Price of reproduction is P1.00 per page

Specifications for Reproduction LAS:

- Color: 4 colors/1 color with UV Coating (Cover)
1 color/4 colors, if any (Inside)
- Paper type: Uncoated paper (book paper) 70 gsm
Fold cote #10/self cover
- Binding: Saddle stitch
- Size: A4 (Portrait 8.25"x 10.75")

For Project No. 2021-002-G:

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount
Kinder	3498	Learning Activity Sheets	Numeracy	4	2000	64.00	128,000.00
1	3348		MTB	4	2000	48.00	96,000.00
			Filipino	4	2000	45.00	90,000.00
			English	4	2000	42.00	84,000.00
			Math	4	2000	44.00	88,000.00
			AP	4	2000	44.00	88,000.00
			EsP	3	2000	25.00	50,000.00
			MAPEH	4	2000	192.00	384,000.00
2	3750		MTB	4	2000	48.00	96,000.00
			Filipino	4	2000	33.00	66,000.00
			English	4	2000	84.00	168,000.00
			Math	4	2000	36.00	72,000.00
			AP	4	2000	36.00	72,000.00
			EsP	2	2000	22.00	44,000.00
			MAPEH	4	2000	192.00	384,000.00
3	3348		MTB	4	2000	45.00	90,000.00
			Filipino	4	2000	32.00	64,000.00
			English	4	2000	76.00	152,000.00
			Math	4	2000	36.00	72,000.00
			Science	4	1700	113.00	192,100.00
		AP	4	2000	32.00	64,000.00	
		EsP	2	1787	16.00	28,592.00	
		MAPEH	4	1500	192.00	288,000.00	
TOTAL				87	44,987	1,497.00	P 2,860,692.00

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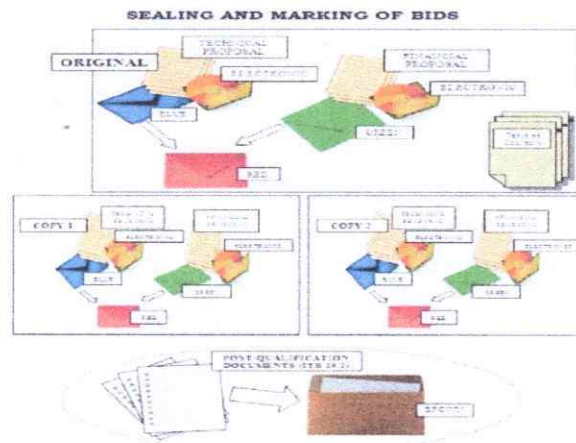
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The Chair discussed the following:

- 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:



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]





MINUTES OF THE MEETING

Name of Office: BAC

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	Country of origin	Quantity	Unit price/BIDS per item	Transportation and insurance and all other costs incidental to delivery, per item	Sales and other taxes payable of Contract to awarded, per item	Cost of incidental expenses, if applicable, per item	Total Price, per unit (col 2+6+7+8)	Total Price Bid-Item Final Determination (col 8) 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.
- Ms. Sarah Trinidad, BAC Secretariat, asked if the column in the bid form for goods offered within the Phils) are interchangeable?
- ASDS clarified that columns in the bid form can be interchanged, provided that the quantities and price are correct, thus, it is not a ground for disqualification of the bidder.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-procurement conference adjourned at around 10:39 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 FOURTH QUARTER

March 30, 2021, 10:00 am via Google Meet

REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR THE FOURTH QUARTER

Project No. 2021-001-G ABC Php 2,206,654.00
SARO NO. DepEd ROIII-2021-03-064

Project No. 2021-002-G ABC Php 2,860,692.00
SARO NO. DepEd ROIII-2021-02-035

Contract Duration 30 days
Bid Docs Amount P 5,000.00

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 QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL
 ISO 9001:2015 CERTIFIED

TECHNICAL SPECIFICATIONS (PROJECT 2021-001-G)

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount
4	2928	Learning Activity Sheets	EPP	10	2928	120.00	351,360.00
5	3045		EPP	10	3045	120.00	365,400.00
6	3419		TLE	10	3419	144.00	492,336.00
7	2714		TLE	8	2714	96.00	260,544.00
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9	2499		TLE (Handicraft)	8	550	96.00	52,800.00
			TLE (Cookery)	8	780	96.00	74,880.00
			TLE (Dress)	8	590	96.00	56,640.00
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			TLE (Dress)	8	450	96.00	43,200.00
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		Stat & Prob	8	250	78.00	19,500.00	
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12	609	Filipino	6	250	54.00	13,500.00	
		HOPE	10	200	120.00	24,000.00	
TOTAL				137	19,831	1,638.00	P 2,206,654.00

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 Riza Arnoza is presenting
 Marc Gerard Sar... and 4 more
 15 10:24 AM

CHECKLIST OF ELIGIBILITY DOCUMENTS

4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

Documents Comprising the Bid: Financial Component

SECOND ENVELOPE

1. Financial Bid Form, which includes bid prices and the applicable Price Schedules.
2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI
3. Any other document related to the financial component of the bid as stated in the BDS.

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 ISO 9001:2015 CERTIFIED

Participants: DOMINADOR CABRE..., Ramilo Cruz, Jerry Cruz, Shirley Avellanoza, SARAH TRINIDAD, JANICE SAN JOSE, Albert Matic, EDWARD JIMENEZ

PRE-BID CONFERENCE FOR THE REP...
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 EDWARD JIMEN... and 4 more
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SCHEDULE OF ACTIVITIES

Activity	Date & Time	Venue
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Ads/Post of IAEB	March 22 - April 18, 2021	www.philgeps.net
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Estimate Completion Date	May 30, 2021	

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Participants: DOMINADOR CABRE..., Ramilo Cruz, Jerry Cruz, Shirley Avellanoza, SARAH TRINIDAD, JANICE SAN JOSE, Albert Matic, Marc Gerard Sarabia

PRE-BID CONFERENCE FOR THE REP...
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Name of Office: BAC

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SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepEd

TECHNICAL SPECIFICATIONS (PROJECT 2021-002-G)

Grade Level	Actual Enrollment	Description	Subject	No. of Titles	Quantity Needed per Title	Unit Amount	Total Amount
KINDER	3498		Numeracy	4	2000	64.00	128,000.00
			MTB	4	2000	48.00	96,000.00
			Filipino	4	2000	45.00	90,000.00
			English	4	2000	42.00	84,000.00
			Math	4	2000	44.00	88,000.00
			AP	4	2000	44.00	88,000.00
			EsP	3	2000	35.00	50,000.00
			MAPEH	4	2000	192.00	384,000.00
			MTB	4	2000	48.00	96,000.00
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			English	4	2000	76.00	152,000.00
			Math	4	2000	36.00	72,000.00
			Science	4	1700	113.00	113,000.00
2	3348		AP	4	2000	32.00	64,000.00
			EsP	2	1787	16.00	28,592.00
			MAPEH	4	1500	192.00	288,000.00
			TOTAL	87	44,987	1,497.00	P 2,860,692.00

ISO 9001:2015 CERTIFIED

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REC Riza Arnoza is presenting JEREMIAS TRINIDAD and 4 more 15 10:27 AM You

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepEd

BIDDING FORM

For Goods Offered From Within the Philippines
 Name of Bidder ___. Invitation to Bid Number ___. Page ___ of ___.

Item	Description	Country of origin	Quantity	Unit price per item	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 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

QUALITY ACCREDITED, RELIANT UPLIFTING BASIC EDUCATION FOR ALL. ISO 9001:2015 CERTIFIED

PRE-BID CONFERENCE FOR THE REP... Raise hand Turn on captions Riza Arnoza is presenting