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 <p>Republic of the Philippines Department of Education Region III – Central Luzon SCHOOL DIVISION OFFICE OF CITY OF MEYCAUAYAN City of Meycauayan</p>		<p>Document Code: SDO-CM-QF-SGOD-HRD-006 Revision: 00 Effectivity date: 8-17-18</p>
<p><b>MINUTES OF THE MEETING</b></p>		<p>Name of Office: <b>BAC</b></p>

<p>DEPARTMENT OF EDUCATION</p>	<p><b>PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST &amp; SECOND QUARTERS (PROJECT NO. 2021-005-G)</b></p>
<p>DIVISION OFFICE OF MEYCAUAYAN</p>	<p><b>ACTIVITY</b></p>
<p>By: _____</p>	<p></p>
<p><b>II. DATE CONDUCTED</b></p>	<p>August 18, 2021</p>
<p><b>III. VENUE</b></p>	<p>MS Teams Meet Online Platform</p>
<p><b>IV. ATTENDANCE</b></p>	<p><b>BIDS &amp; AWARDS COMMITTEE</b>            JERRY DIMLA CRUZ PhD, CESE            QUERUBIN E. LOPEZ EdD            RAMILO C. CRUZ PhD            EDWARD C. JIMENEZ PhD            VELSILITA R. NICOLAS            JEREMIAS B. TRINIDAD            MARIA LOURDES N. FAJARDO</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>BIDDER</b>            FNB Educational Inc.            Asian Graphics Printing Ent. Inc            Philprint Allied Services            St. Andrew Publishing House</p>
<p><b>V. DISCUSSION</b></p>	
<p>After having declared a quorum, the BAC Vice-Chairman, Dr. Querubin E. Lopez, presided the pre-bid conference via MS Teams online platform at around 10:00 am.</p> <p>The prayer was led by Ms. Riza C. Arnoza, BAC Secretariat Member.</p> <p>Dr. Ramilo C. Cruz acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Vice-Chair then presented the project, Reproduction of Alternative Delivery Mode (ADM) Materials for Grade 2 to Grade 6 for the First &amp; Second Quarters (Project No. 2021-005-G), with an ABC of Php 2,695,772.00, SARO NO. DEPED-ROIII-2021-07-1437, Contract Duration 30 days, Bid Docs Amount P 5,000.00.</p> <ul style="list-style-type: none"> <li>• Dr. Lopez then 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.</li> </ul>	

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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.
- Dr. Lopez emphasized the strict compliance to the time submission of bidding documents which is on August 31, 2021, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

She also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	August 4, 2021, 10:00 am	Via MS Teams
Ads/Post of IAEB	August 11-31, 2021	www.philgeps.net
Receipt of LOI	August 11-31, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	August 11-31, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	August 18, 2021, 10:00 AM	MS Teams
Submission and Opening of Bids	August 31, 2021 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	September 1, 2021	DepEd-SDO City of Meycauayan
Post Qualification	September 3, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	September 6, 2021	DepEd-SDO City of Meycauayan
Notice of Award	September 8, 2021	DepEd-SDO City of Meycauayan
Contract	September 10, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	September 13, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	October 21, 2021	

Dr. Edward C. Jimenez, LRMSD Education Program Supervisor discussed the Technical Specifications as well as the breakdown for each subject, to wit:

**First Quarter**

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount
4	3750	Learning Activity Sheets	MAPEH	8	700	384.00	268,800.00
			Filipino	8	1000	68.00	68,000.00
5	3672		Math	9	1000	165.00	165,000.00
			MAPEH	8	780	384.00	299,520.00
6	2993		Filipino	8	1000	97.00	97,000.00
			English	7	1000	64.00	64,000.00
			Math	9	1002	152.00	152,304.00



			Math	1	1005	8.00	8,040.00
			MAPEH	8	762	384.00	292,608.00
<b>Total</b>				<b>66</b>	<b>8,249</b>	<b>P1,706.00</b>	<b>P1,415,272.00</b>

**Second Quarter**

Grade Level	Actual Enrollment	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount
2		Learning Activity Sheets	MTB	7	500	48.00	24,000.00
			Filipino	8	500	52.00	26,000.00
			MAPEH	9	500	432.00	216,000.00
3			MTB	15	500	92.00	46,000.00
			Filipino	8	500	76.00	38,000.00
			Science	7	500	264.00	132,000.00
5	3672		MAPEH	9	500	432.00	216,000.00
			Filipino	6	500	49.00	24,500.00
6	2993		MAPEH	10	500	480.00	240,000.00
			Filipino	7	500	88.00	44,000.00
		Science	7	500	68.00	34,000.00	
		MAPEH	10	500	480.00	240,000.00	
<b>Total</b>				<b>103</b>	<b>6,000</b>	<b>P2,561.00</b>	<b>1,280,500.00</b>

**Reproduction**

First Quarter	-	P 1,415,272.00
Second Quarter	-	<u>1,280,500.00</u>
<b>GRAND TOTAL</b>		<b>P 2,695,772.00</b>

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 coat #10/self cover
- Binding: Saddle stitch
- Size: A4 size (Portrait 8.25"x 10.75")

Dr. Lopez then discussed the Checklist of Eligibility Documents for Technical and Financial Components.

**I. TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

**Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**



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- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**Technical Documents**

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, supported by:
  - o Notice of Award; **or**
  - o Contract;
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; which shall be supported by
  - o Notice of Award; **and**
  - o Contract; **and**
  - o Notice to Proceed; **and**
  - o Certificate of Acceptance issued by the Project Owner; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

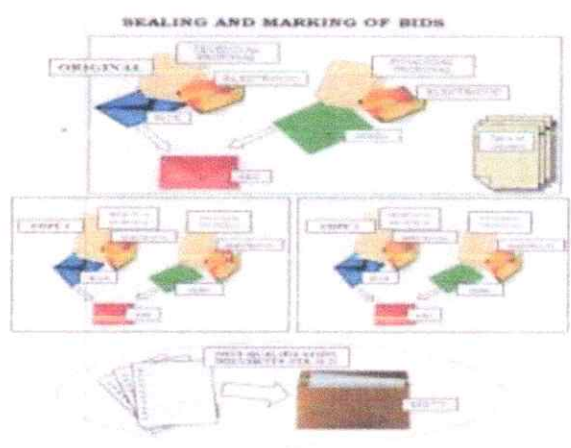
*Other documentary requirements under RA No. 9184 (as applicable)*



- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**NUMBER OF COPIES OF THE 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]

- 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.



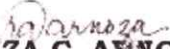
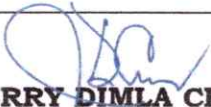



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- In the event of any discrepancy between the original and the copies, the original shall prevail.
- The bidders are reminded to strictly follow the bid form provided in the bidding documents.
- As for the technical specifications, the binding should be individual.
- The bidding document shows “Cover: Fold cote #10/self-cover” which means that any of the two is applicable. That “/” indicates “or” and not “and”.
- The size of 8.25” x 10.75” dimensions are the closest to the paper size of A4 which measures 8.2” x 10.7”
- The BAC reminded bidders to use envelopes instead of folder and strictly follow the sealing and marking of bids.
- It is also reiterated that the mother envelope should be brown in color.

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 exactly 10:50 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> OIC-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

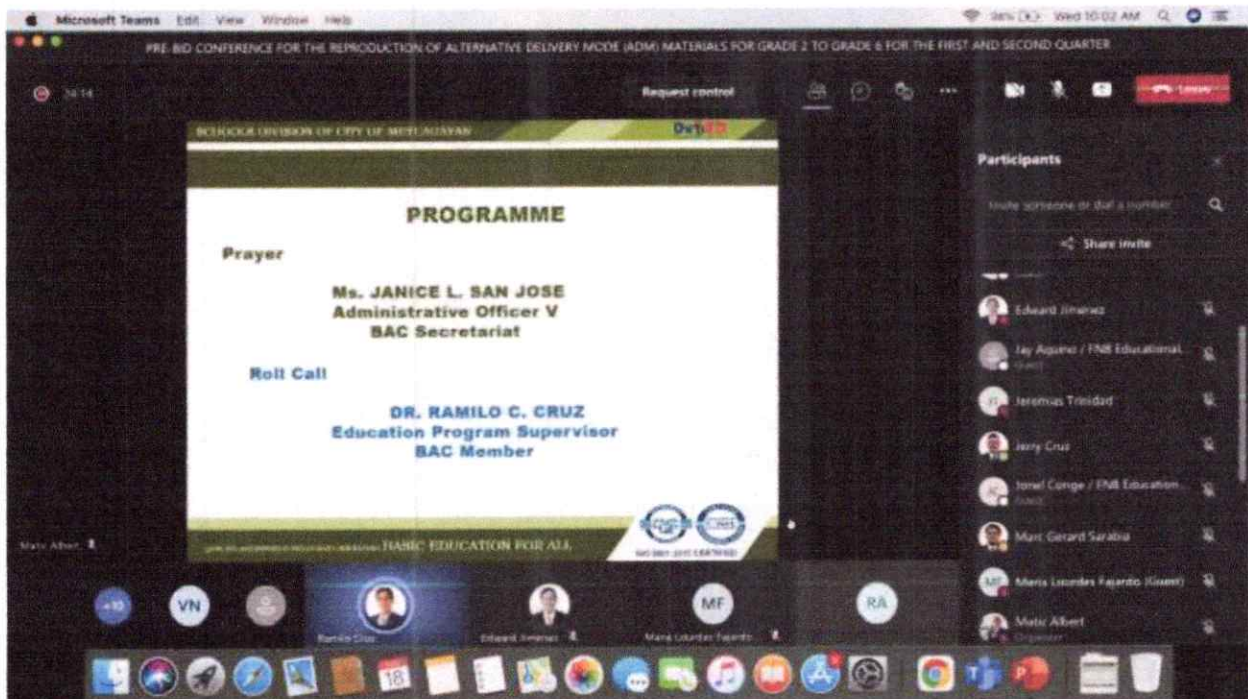
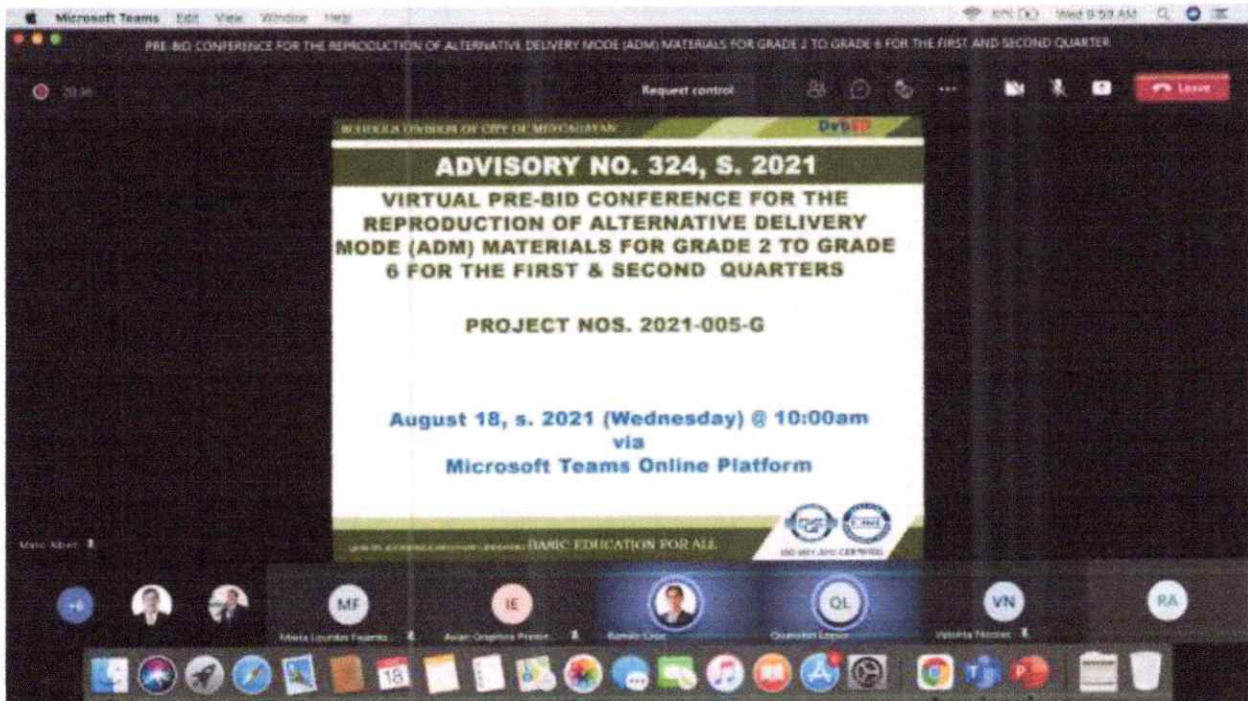
08/23/2021



	<p>Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OF CITY OF MEYCAUAYAN</b> City of Meycauayan</p> <p><b>MINUTES OF THE MEETING</b></p>		<p>Document Code: SDO-CM-QF-SGOD-HRD-006 Revision: 00 Effectivity date: 8-17-18</p> <p>Name of Office: BAC</p>
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**PHOTOS OF THE ACTIVITY**  
**PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY**  
**MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6**  
**FOR THE FIRST & SECOND QUARTERS**  
**(PROJECT NO. 2021-005-G)**

August 18, 2021 10:00 am via MS Teams Online Platform







Republic of the Philippines  
Department of Education  
Region III – Central Luzon  
**SCHOOLS DIVISION OF CITY OF MEYCAUAYAN**  
City of Meycauayan



Document Code: SDO-CM-QF-  
SGOD-HRD-006  
Revision: 00  
Effectivity date: 8-17-18

**MINUTES OF THE MEETING**

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Microsoft Teams Edit View Window Help 100% Wed 10:07 AM

PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST AND SECOND QUARTER

Request control

28:45

SCHOOLS DIVISION OFFICE OF CITY OF MEYCAUAYAN

**REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST & SECOND QUARTERS**

Project No. 2021-005-G  
ABC Php 2,695,772.00  
SARO NO. DEPED-ROIII-2021-07-1437

Contract Duration 30 days  
Bid Docs Amount P 5,000.00

Basic Education for All

28:45

Phelicia & Alfred Sano, Jr. Andrew Pulanang, Jr. Ramiro Cruz, Jr. Quaresima Lopez, Valdeba Marquez, RA

Microsoft Teams Edit View Window Help 100% Wed 10:08 AM

PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST AND SECOND QUARTER

Request control

29:17

SCHOOLS DIVISION OFFICE OF CITY OF MEYCAUAYAN

**NATURE OF PRE-BID CONFERENCE**

- Pre-bid Conference 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 (P1,000,000.00) 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.

Basic Education for All

29:17

Phelicia & Alfred Sano, Jr. Andrew Pulanang, Jr. Ramiro Cruz, Jr. Quaresima Lopez, Valdeba Marquez, RA





Microsoft Teams | PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST AND SECOND QUARTER | Request control | 10:15 AM | Wed 10/15/2018

### TECHNICAL SPECIFICATIONS (PROJECT 2021-005-G)

Second Quarter

Grade Level	Actual Enrollments	Description	Subject	No. of titles	Quantity Needed per title	Unit Amount	Total Amount
2		MTB		7	500	48.00	24,000.00
		Filipino		8	500	52.00	26,000.00
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4		MAPEH		9	500	432.00	216,000.00
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5	2991	MAPEH		10	500	480.00	240,000.00
		Filipino		7	500	88.00	44,000.00
6		Science		7	500	68.00	34,000.00
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Microsoft Teams | PRE-BID CONFERENCE FOR THE REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADE 2 TO GRADE 6 FOR THE FIRST AND SECOND QUARTER | Request control | 10:21 AM | Wed 10/21/2018

### TECHNICAL SPECIFICATIONS (PROJECT 2021-005-G)

Grade 5 Mathematics (9 Titles)	Quantity	Unit Cost	Total Cost
Week 1= 48 pages (4 Components)	780	48	37,440.00
Week 2= 48 pages (4 Components)	780	48	37,440.00
Week 3= 48 pages (4 Components)	780	48	37,440.00
Week 4= 48 pages (4 Components)	780	48	37,440.00
Week 5= 48 pages (4 Components)	780	48	37,440.00
Week 6= 48 pages (4 Components)	780	48	37,440.00
Week 7= 48 pages (4 Components)	780	48	37,440.00
Week 8= 48 pages (4 Components)	780	48	37,440.00





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