



NU 4210

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|  | 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 | | Name of Office: BAC |

DEPARTMENT OF EDUCATION
 DIVISION OF MEYCAUAYAN CITY

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| By: <u>I. N</u> I. TITLE OF THE ACTIVITY | VIRTUAL PRE-BID CONFERENCE FOR THE ADDITIONAL REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR KINDER TO GRADE 10 FOR THE FOURTH QUARTER (SAVINGS) PROJECT NO. 2021-007-G |
| II. DATE CONDUCTED | September 17, 2021, 11:00 am |
| III. VENUE | MS Teams Online Platform |
| IV. ATTENDANCE | <p>BIDS & AWARDS COMMITTEE 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>TECHNICAL WORKING GROUP ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p>BIDDERS Asian Graphics Printing St. Andrew Publishing Platinum Publication</p> |
| V. DISCUSSION | <p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at around 11:00 am. The announcement was made per Division Advisory No. 365, s. 2021.</p> <p>The prayer was led by Engr. Marc Gerard Sarabia, BAC TWG.</p> <p>Dr. Querubin E. Lopez acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Chair then presented the project, ADDITIONAL REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR KINDER TO GRADE 10 FOR THE FOURTH QUARTER (SAVINGS), Project No. 2021-007-G, ABC Php 1,432,252.00, SARO NO. DEPED-ROIII-2021-05-455, Contract Duration 30 days and Bid Docs Amount of P 5,000.00.</p> <ul style="list-style-type: none"> 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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MINUTES OF THE MEETING

Name of Office: **BAC**

- 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.
- 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 September 30, 2021, 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 | September 2, 2021 | Via google meet |
| Ads/Post of IAEB | Sept. 9- Sept.30, 2021 | www.philgeps.net |
| Receipt of LOI | Sept. 9- Sept. 30, 2021 | DepEd-SDO City of Meycauayan |
| Issuance of Bidding Documents | Sept. 9- Sept. 30, 2021 | DepEd-SDO City of Meycauayan |
| Pre-Bid Conference | September 17, 2021, 11:00 am | Via Google Meet |
| Submission and Opening of Bids | September 30, 2021 Submission: 9:00 am Opening: 11:00 am | DepEd-SDO City of Meycauayan Conference Hall |
| Bid Evaluation | October 4, 2021 | DepEd-SDO City of Meycauayan |
| Post Qualification | October 5, 2021 | DepEd-SDO City of Meycauayan |
| Resolution to Award | October 7, 2021 | DepEd-SDO City of Meycauayan |
| Notice of Award | October 8, 2021 | DepEd-SDO City of Meycauayan |
| Contract | October 11, 2021 | DepEd-SDO City of Meycauayan |
| Notice to Proceed | October 13, 2021 | DepEd-SDO City of Meycauayan |
| Estimate Completion Date | November 20, 2021 | |



MINUTES OF THE MEETING

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

| Grade Level | Actual Enrollment | Description | Subject | No. of titles | Quantity Needed per title | Unit Amount | Total Amount |
|--------------|-------------------|--------------------------|----------|---------------|---------------------------|------------------|----------------------|
| Kinder | 3498 | Learning Activity Sheets | Numeracy | 6 | 600 | 96.00 | 57,600.00 |
| 1 | 3348 | | MTB | 4 | 500 | 48.00 | 24,000.00 |
| | | | Filipino | 4 | 500 | 44.00 | 22,000.00 |
| | | | English | 5 | 500 | 40.00 | 20,000.00 |
| | | | Math | 4 | 500 | 40.00 | 20,000.00 |
| | | | AP | 4 | 500 | 38.00 | 19,000.00 |
| | | | MAPEH | 6 | 700 | 216.00 | 151,200.00 |
| 2 | 3750 | | MTB | 3 | 500 | 36.00 | 18,000.00 |
| | | | Filipino | 4 | 500 | 48.00 | 24,000.00 |
| | | | English | 5 | 500 | 104.00 | 52,000.00 |
| | | | Math | 5 | 500 | 52.00 | 26,000.00 |
| | | | AP | 4 | 500 | 32.00 | 16,000.00 |
| | | | MAPEH | 4 | 700 | 192.00 | 134,400.00 |
| 3 | 3672 | | MTB | 4 | 500 | 44.00 | 22,000.00 |
| | | | Filipino | 4 | 500 | 35.00 | 17,500.00 |
| | | | English | 5 | 500 | 88.00 | 44,000.00 |
| | | | Science | 3 | 500 | 81.00 | 40,500.00 |
| | | | Math | 5 | 500 | 52.00 | 26,000.00 |
| | | | AP | 3 | 500 | 28.00 | 14,000.00 |
| 4 | 2993 | | MAPEH | 6 | 700 | 204.00 | 142,800.00 |
| | | | Filipino | 4 | 500 | 72.00 | 36,000.00 |
| | | | English | 3 | 500 | 32.00 | 16,000.00 |
| | | | Science | 2 | 500 | 20.00 | 10,000.00 |
| | | | Math | 5 | 500 | 56.00 | 28,000.00 |
| | | | AP | 4 | 500 | 32.00 | 16,000.00 |
| 5 | 3108 | | MAPEH | 4 | 700 | 180.00 | 126,000.00 |
| | | | EsP | 2 | 500 | 16.00 | 8,000.00 |
| | | | Filipino | 4 | 500 | 47.00 | 23,500.00 |
| | | | Science | 1 | 499 | 12.00 | 5,988.00 |
| | | | Math | 5 | 500 | 56.00 | 28,000.00 |
| | | AP | 4 | 500 | 38.00 | 19,000.00 | |
| 6 | 3434 | MAPEH | 4 | 700 | 192.00 | 134,400.00 | |
| | | Filipino | 4 | 500 | 48.00 | 24,000.00 | |
| | | English | 2 | 500 | 16.00 | 8,000.00 | |
| | | Science | 3 | 500 | 34.00 | 17,000.00 | |
| | | Math | 4 | 500 | 36.00 | 18,000.00 | |
| | | AP | 5 | 531 | 44.00 | 23,364.00 | |
| Total | | | | 148 | 19,630 | P2,449.00 | P1,432,252.00 |

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



MINUTES OF THE MEETING

Name of Office: **BAC**

ASDS Dr. Jerry Dimla Cruz 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
- (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/ Completion/ Sales Invoice/ Official Receipt 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

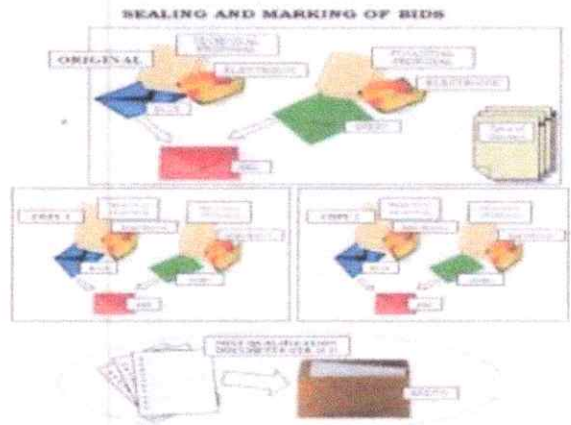
- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

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]



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

Name of Office: **BAC**

[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.
- The Chairman clarified that the three (3) red envelopes maybe put inside a mother envelope/ bag or binded with a rubber band. Any of these are acceptable.
- As for the PDF Files of Technical Documents, it must be scanned and put in a CD.
- 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"

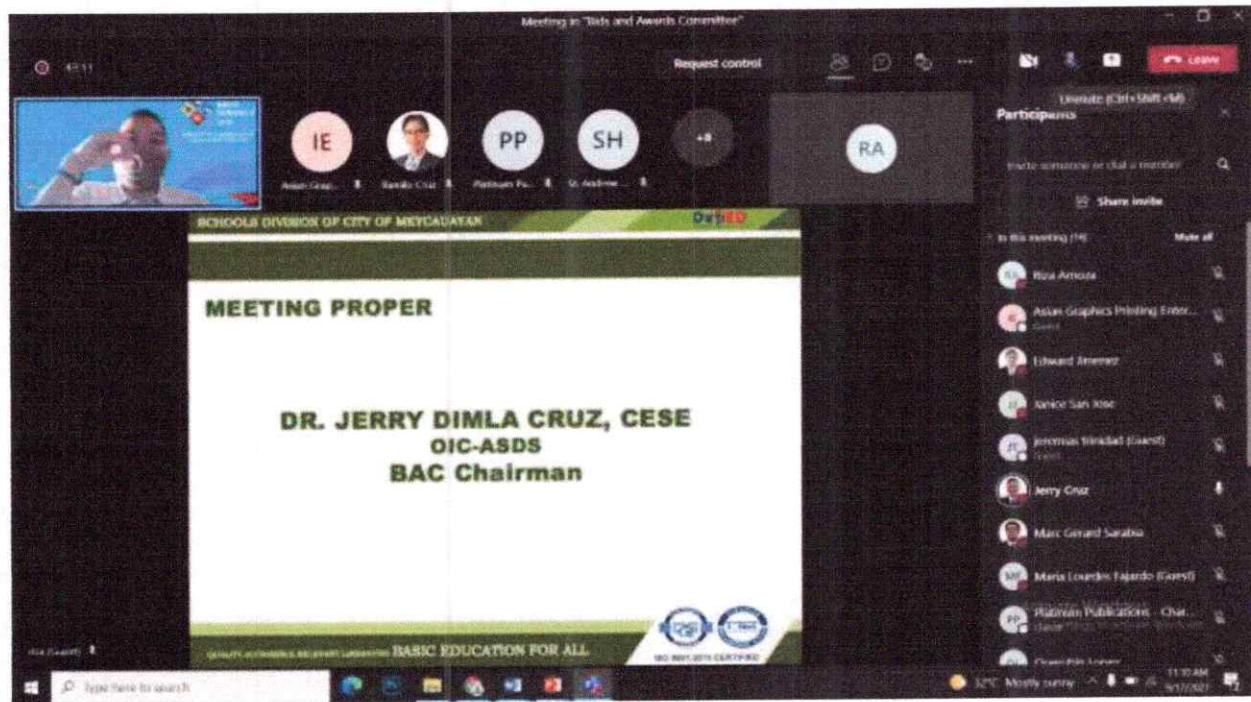
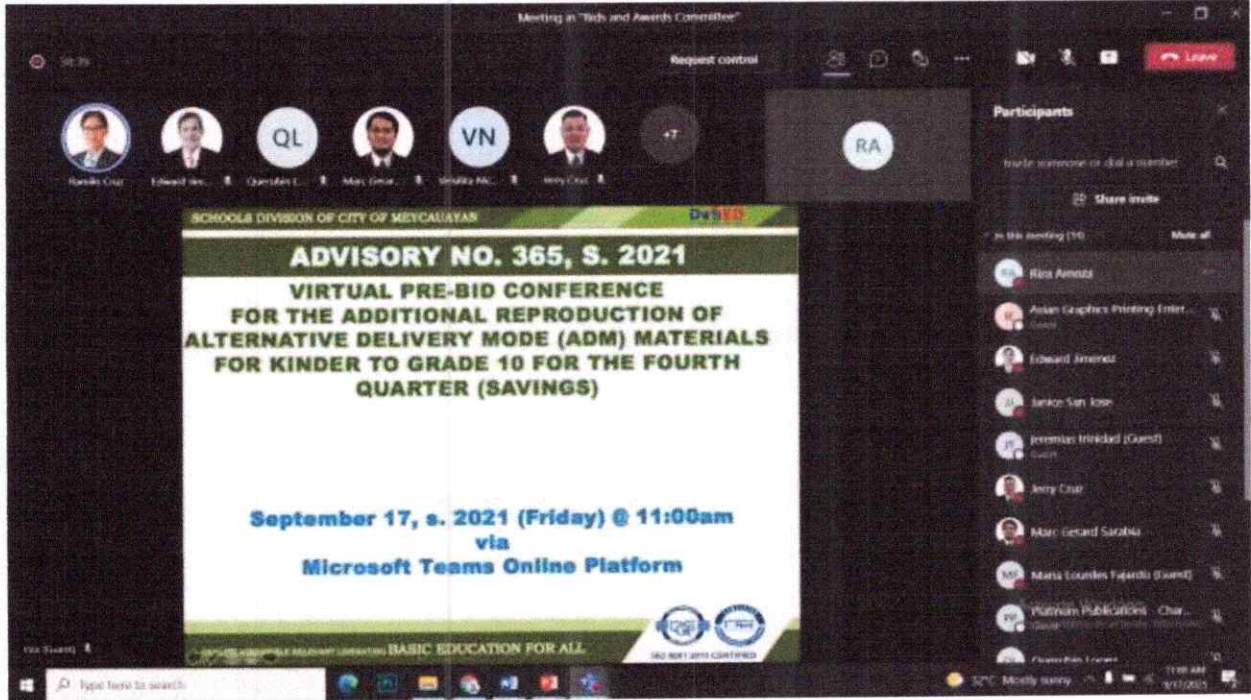
Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at around 11:49 am.

| | |
|--------------------------------|--|
| 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 |

PHOTOS OF THE ACTIVITY

VIRTUAL PRE-BID CONFERENCE FOR THE ADDITIONAL REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR KINDER TO GRADE 10 FOR THE FOURTH QUARTER (SAVINGS) PROJECT NO. 2021-007-G

September 17, 2021, 11:00 am via MS Teams





MINUTES OF THE MEETING

Name of Office: **BAC**

Meeting in "Bids and Awards Committee"

10:24

Request Control

Participants: Riza Amata, Allan Graphics Printing Enter..., Edward Jimenez, Janice San Jose, Jennifer Trinidad (Guest), Jerry Cruz, Marc Gerard Sarabia, Maria Lourdes Tapano (Guest), Platinum Publications - Cha..., Platinum Publications - Cha..., Platinum Publications - Cha...

SCHOOLS DIVISION 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.

10:24 AM 10/20/2021

Meeting in "Bids and Awards Committee"

10:26

Request Control

Participants: Edward Jimenez, Jerry Cruz, Allan Graphics, St. Andrew's, Riza Amata, Marc Gerard Sarabia

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

TECHNICAL SPECIFICATIONS (PROJECT 2021-007-G)

| Grade Level | Actual Enrollment | Subject | No. of titles | Quantity Needed per title | Unit Amount | Total Amount |
|-------------|-------------------|----------|---------------|---------------------------|-------------|--------------|
| 3 | 3672 | Filipino | 4 | 500 | 35 | 17,500.00 |
| | | English | 5 | 500 | 88 | 44,000.00 |
| | | Science | 3 | 500 | 81 | 40,500.00 |
| | | Math | 5 | 500 | 52 | 26,000.00 |
| | | AP | 3 | 500 | 28 | 14,000.00 |
| | | MAPEH | 6 | 700 | 204 | 142,800.00 |
| | | Filipino | 4 | 500 | 72 | 36,000.00 |
| 4 | 2993 | English | 3 | 500 | 32 | 16,000.00 |
| | | Science | 2 | 500 | 20 | 10,000.00 |
| | | Math | 5 | 500 | 56 | 28,000.00 |
| | | AP | 4 | 500 | 32 | 16,000.00 |
| | | MAPEH | 4 | 700 | 180 | 126,000.00 |
| | | EsP | 2 | 500 | 16 | 8,000.00 |

10:26 AM 10/20/2021



MINUTES OF THE MEETING

Name of Office: BAC

Meeting in "Bids and Awards Committee"

Request control

Participants

Invite someone or dial a number

Share invite

In this meeting (17)

More all

Rica Amora

Asian Graphics Printing Enter...

Edward Alvarez

Jankin San Jose

Jermias Trinidad (Guest)

Jerry Cruz

Marc Gerard Sarabia

Maria Lourdes Fajardo (Guest)

Marc Albert

Platinum Publications - Cha...

11:31 AM 8/17/2018

32°C Mostly sunny

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

or

(a) 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

(a) 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

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

Meeting in "Bids and Awards Committee"

Request control

Participants

Invite someone or dial a number

Share invite

In this meeting (17)

More all

Rica Amora

Asian Graphics Printing Enter...

Edward Alvarez

Jankin San Jose

Jermias Trinidad (Guest)

Jerry Cruz

Marc Gerard Sarabia

Maria Lourdes Fajardo (Guest)

Marc Albert

Platinum Publications - Cha...

11:31 AM 8/17/2018

32°C Mostly sunny

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

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.